



# Pinchbeck Parish Council

## Personnel Committee

**Minutes of meeting held 18:00hrs, Monday, 13 October 2025,  
at The Hub, 48 Knight Street, Pinchbeck, PE11 3RU.**

**Present:** Cllr Geoff Garner, Cllr Ann Savage (Chair), Cllr John Smith, Cllr Oliver Wood, Mr Robert Smith (Clerk), Mrs Nicola Jowett (Administrative Assistant).

**Absent:** Cllr Samantha Jeffery, Cllr Audrey Gregory.

*In accordance with the Committee's terms of reference, the meeting was held in closed session due to reasons of confidentiality under the Public Bodies (Admission to Meetings) Act 1960 s.1(2).*

- 25.11. Apologies for absence were received from Cllr Jeffery and Cllr Gregory.
- 25.12. There were no declarations of disclosable interest nor requests for dispensation.
- 25.13. It was **resolved** to approve the minutes of the meeting held on 25 July 2025 as a true record.
- 25.14. Hybrid working arrangements.
- It was resolved to approve the purchase of a first aid kit and fire extinguisher for both the Clerk and Administrative Assistant's home offices.
- 25.15. Summary of Main Terms and Conditions of Employment (SMT).
01. Croner had undertaken a review of the Council's existing employment contracts and recommended moving staff to the Croner-provided SMT. This would require a consultation process with employees.
  02. One existing contract of employment remains unsigned for which consultation with the employee and Clerk is in progress.
- 25.16. Employee Handbook.
01. It was **resolved** to approve the adoption and circulation of the Employee Handbook.
  02. On circulation the Clerk is to provide to employees an outline of the purpose of the handbook and how it is intended to be used.
- 25.17. HR & Payroll Systems.
01. It was **resolved** to implement Croner payroll for employees @ £3 per employee per month. The agreement would sit alongside the existing Croner HR agreement for which a 4-year commitment remains.
- 25.18. SLCC Membership.
01. It was **resolved** to renew the Clerk's SLCC membership @ £420 per annum.
- 25.19. Parish worker team leader post.
01. It was resolved to commence the search for candidates with a view to a January 2026 start date.
  02. CV's to be scrutinised by Personnel Committee with an interview panel of 2 members and the Clerk, to be agreed dependant members on availability.
- 25.20. Salaries budget 2025/26.
01. Following circulation of a draft salaries budget by the Clerk it was **resolved** to recommend to for full council approval subject to the following amendments:
    - The budgeted hours for the new Maintenance Worker Team Leader be increased

from 20 hours / week to 30 hours / week to allow for additional work relating to the proposed PlayZone.

- The budgeted hours for the Administration Assistant be increased from 20 hours to 25 hours.
- The provision of 30 hours overtime be added to the budget for Hub and library cleaning.

25.21. Staff Appraisals.

01. It was **resolved** for appraisals to take place by the end of November 2025.
02. The Clerk's appraisal would be conducted by Cllr Savage, Cllr Wood and Cllr Smith.

25.22. It was **resolved** to hold the next meeting at 18:00hrs on Monday, 12 January 2026. Any additional staffing matters would be referred to a meeting of the Parish Council if required.

**19:05 hrs Mrs Jowett left the meeting.**

25.23. Clerk's working hours and Time Off in Lieu (TOIL).

01. It was **resolved** to approve the payment of the majority of the Clerk's build-up of TOIL, which had accumulated and been carried over from last year. To be detailed within the Clerk's Time Sheet.

**The chair closed the meeting at 19:20 hrs.**