

WORLABY PARISH COUNCIL

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Minutes of the Perso Meeting of the Parish Council held on 17th July 2025 at **Worlaby Village Hall**, Grange Field, Worlaby, Brigg DN20 0LZ, at **7pm**.

Present: Cllrs H Truelove, I Fowler, R Bowles
Clerk to the Council: Hannah Hepworth

Minutes

PC2507/01 Apologies

- a) There were no apologies for absence

PC2507/02 Attendance

It was noted that this meeting is strictly for members of the Committee and is confidential

PC2507/03 Declarations of Interest

- a) There were no declarations of interest by any member of the council in respect of the agenda items listed below.
- b) There were no dispensations requested or granted to any member of the council in respect of the agenda items listed below

PC2507/04 Minutes of Previous meeting

It was noted there are no Minutes of previous meetings to be approved and signed.

PC2507/05 Election of Chair

Proposed: Cllr Bowles, **Seconded:** Cllr Truelove

Resolved: Councillor Fowler was elected as chair of the Personnel Committee – unanimous

PC2507/06 Terms of Reference

- a) Councillors were reminded of the Terms of Reference with reference to Worlaby Parish Council Standing Orders

Proposed: Cllr Bowles, **Seconded:** Cllr Truelove

Resolved: 3 members of the Personnel Committee will be elected each May and meetings will be convened on a needs basis with a minimum of one per year – unanimous

Proposed: Cllr Fowler, **Seconded:** Cllr Bowles

Resolved: The annual appraisal of the Clerk will take place prior to the Annual Meeting where possible, and will be conducted by the chairman of the Personnel Committee and 1 other councillor who is a member of the Personnel Committee – unanimous

The statement ‘to conduct and approve and Parish Council Staff appraisals’ will be added and a typo corrected – unanimous

PC2507/07 Personnel Committee Meetings

- a) The frequency of Personnel Committee meetings will be convened on a needs basis, with a minimum of one per year

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PC2507/07 Appraisal

There were no queries on the Clerk's appraisal

The appraisal was signed by the Chair of the Committee and the Clerk

Proposed: Cllr Bowles, Seconded: Cllr Truelove

Resolved: The committee were all happy with the Clerk's appraisal which is concluded and will bring their recommendations to the full council- unanimous

PC2507/09 Pay

The personnel committee will recommend a pay increment of 1 point on completion of CILCA

PC2507/10 Grievance

Proposed: Cllr Fowler, Seconded: Cllr Bowles

Resolved: The Personnel Committee response to the actions of a councillor in respect of the grievance raised by an employee was agreed and will be taken to full council

PC2507/11 Date and time of forthcoming meetings and any agenda items

- a) To agree the date and time of the next Personnel Committee meeting
TBC
- b) To agree any items for inclusion on the agenda
 - 1. Appraisal Summary, Grievance Lessons Learnt, All councillors – a reminder to be familiar with the code of conduct, standing orders and Induction, Pack for New Councillors

Meeting close: 7:50pm