



# BRADFELD PARISH COUNCIL

*Clerk to the Council: Mr Sean Cooke*

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## **Minutes of the Parish Council Personnel Committee Meeting held in Bradfield Village Hall on Tuesday 28<sup>th</sup> November 2023 at 7.15 p.m.**

**Present:** Cllr. K. Burton Cllr. S. Webb (joined at item 6/23)  
Cllr. A. Coley Cllr. V. Osborne

**In Attendance:** S. Cooke (Clerk)

### **PC1/23 To approve a Chair and Vice Chair of the Committee**

Chair-Cllr. Burton was proposed by Cllr. Coley, seconded by Cllr. Osborne and carried unanimously.

Vice Chair-Cllr. Coley was proposed by Cllr. Burton, seconded by Cllr. Osborne and carried unanimously.

### **PC2/23 Apologies for absence**

There were no apologies for absence.

### **PC3/23 To receive members' declaration of interests on items that appear on the agenda**

No declarations were received.

### **PC4/23 Public Participation**

No members of the public were present.

### **PC5/23 Exclusion of public and press**

To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2)

The **RESOLUTION** was proposed by Cllr. Burton, seconded by Cllr. Coley and carried unanimously.

### **PC6/23 Probationary performance review**

To conduct a probationary performance review and make recommendations as stipulated in the Clerk's contract of employment. Following a full review, the committee confirmed that the Clerk had completed the required 6-month period satisfactorily and **RESOLVED** to recommend to full council that his pay scale be increased by one incremental point, payable from 1<sup>st</sup> December 2023, as stated in his contract of employment.

### **PC7/23 Local Government Services Pay Agreement 2023/24**

To note the Local Government Services pay agreement on rates of pay applicable from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 and to make recommendations based upon the award as it will apply to both the current and previous Clerk. The rates had been issued prior to the meeting and the committee noted that an award had been agreed, based upon a full time post in the relevant payscale bands. Calculations had also been issued which set out estimated sums for the backdated payments, which were also noted. After a full discussion, it was **RESOLVED** to recommend to full council that the backdated payments be approved.

**PC8/23 To agree a date and time for the next meeting**

To be confirmed.

There being no further business, the Chair closed the meeting at 8pm.

Signed.....Chair      Dated.....