



palgravepc@gmail.com

Draft Minutes of a Staffing Committee meeting held at 7 pm at the PDCC on 11 December 2025

Present: Councillors Pudney (Chair), and Cooper. Also in attendance Caroline Emeny (Clerk). There were no members of the public present.

1. Apologies for Absence – Cllr Bremner was unavailable.
2. Declarations of Interest and Dispensations - None.
3. Minutes of last meeting – The minutes of the meeting of 14 November 2024 were approved and signed. There were no matters arising.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

4.1 To review Clerk’s employment and appraisal in line with contract of employment and job description - Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered. The Clerk’s employment was reviewed in line with the contract of employment and job description. Councillors expressed their overall satisfaction with the Clerk’s performance and working relationships. The annual staff appraisal was carried out and signed by the Chair and the Clerk. An updated contract of employment was also signed by both parties.

4.2 To review salary and expense allowance
An increment of 1 SCP point to SCP [redacted] was approved effective for hours worked **from** 1 April 2026 onwards, so effectively paid in May 2026. No change in the working from home allowance. The Local Government agreed paycales were produced as a reference point.

4.3 To receive any comments from the Clerk
The Clerk confirmed she still very much enjoys her role and working with the P.C. Her only concerns is the inability to take all the leave due in this current year, due to the additional work pressures with NSIPS, solar farms, devolution and LGR. The Chair confirmed that all holiday hours due should be paid even if this resulted in being put through as extra monthly hours in order to clear the 46 hours still due in this financial year.

5. Date of next meeting
To be arranged for November 2026 ahead of the usual monthly meeting.

The meeting closed at 7.15pm