

PERSONNEL COMMITTEE

To be held on Monday 19th October 2026 at 6.30pm In the Guild Hall Parlour

The attendance of the following Councillors is requested at the above meeting:
Councillors Darren Chapman, Clive Goddard, Robert Jones, Paul Rye

AGENDA

1. ELECTION OF CHAIRMAN

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.

4. MINUTES (enclosure)

The minutes of the meeting held on 11th May 2026 to be agreed as a true record of the meeting and signed by the Chairman

5. PRESS AND PUBLIC EXCLUDED

To consider that this meeting be held without press or public present as the content of discussions will involve confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members

6. NALC PAY AWARDS

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. They encourage employers to implement this pay award as soon as possible.

7. STAFF APPRAISALS AND REVIEWS

- a) Cllr Chapman, and Cllr Paul Rye to report on reviews carried out on 12th October 2026
- b) Cllr Chapman and Cllr Paul Rye to report on staff appraisals
- c) Councillors to consider and agree any recommendations arising from the reviews and appraisals

8. BUDGET SETTING 2027-28

- a) Councillors to review the current years budget head for salaries and pensions and agree the amount to be included in the budget heads for 2027-28
- b) Councillors to review the current years budget head for Accountancy services and agree the amount for the forthcoming budget 2027-28
- c) Councillors to review and agree the current year's budget head for the Town/Sergeant Guild Hall Keeper role which is currently included in the Mayoral Allowance budget head for the sum of £1,000
- d) Councillors to review the Mayoral Allowance currently £2,000
- e) Councillors to consider the quote for councillor laptops to replace the iPads following the election in May 2027

9. CONCLUSION OF AUDIT (AGAR)

Town Clerk to update Councillors on correspondence

10. IT MATTERS

Town Clerk to update Councillors on provision of IT support

11. POLICIES AND PROCEDURES

- a) Councillors to note that a Mayoral Policies and Procedures binder will be introduced to aid the Mayor in their duties from May 2027
- b) Cllr Chapman to address Councillors on matters arising from the appraisals process regarding policies and procedures

Angela Alexander BA (Hons) Town Clerk

14th October 2026

Personnel 19th October 2026