

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 6th OCTOBER 2025 COMMENCING AT 7.25pm**

Present: Councillors J Selley (Vice-chair), S Laycock, B Thomas and J Paxton (ex-officio)

In attendance: C Callen (Clerk)

Minutes: C Callen

25/211 APOLOGIES FOR ABSENCE – These were received from Councillors J Mikkelson, A Vale and G Gardner.

25/212 SPECIFIC DECLARATIONS OF INTEREST – There were none.

25/213 MATTERS ARISING
There were none.

25/214 TO APPROVE THE MINUTES OF THE PAY & PERSONNEL SUB-COMMITTEE MEETING HELD ON 23rd JUNE 2025
A copy of the minutes was provided to all members ahead of the meeting. Councillor Selley **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 23rd June 2025, **SECONDED** by Councillor Paxton **with 3 in favour and 1 abstention**.

25/215 EXEMPT BUSINESS –
Resolution to exclude members of press and public from debate on agenda items 25/216 to 25/218 (Standing Order 3d). “That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.
There were no members of the press or public present.

25/216 TO ACKNOWLEDGE AND APPROVE THE ANNUAL APPRAISALS FOR THE STAFF
The Staff annual appraisals have now been held. The Clerk undertook appraisals for the Full-time Groundsman and Part-time Groundsman and the two Playground Key Holders. The Vice-Chair of Pay & Personnel Sub-Committee undertook the Clerk’s appraisal and the Chair undertook the Assistant Clerk’s Appraisal. Copies of the paperwork were made available for Members to review ahead of the meeting. Councillor Selley confirmed the comments gave a fair summary of the staff performances over the past 12 months. Six councillors had provided feedback – Councillor Paxton apologised for not contributing to the process but confirmed his support of the comments made. Following discussion and clarification on some matters, Councillor Paxton **PROPOSED** to acknowledge and approve the completed appraisals, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

25/217 TO CONSIDER AND RECOMMEND THE PAY REVIEW FOR ALL STAFF IN LINE WITH CONTRACT TERMS
Following the annual appraisals, the performance-based pay awards were then reviewed. The Clerk provided a summary of existing and proposed ranges for each staff member for consideration, in line with their contracts.

After consideration and debate, Councillor Selley **PROPOSED** the following pay recommendations, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**:

Clerk – [REDACTED].

Assistant Clerk – [REDACTED].

Grounds/Facilities Management Person – [REDACTED].

Part-time Groundsman – [REDACTED].

Parish Rangers – [REDACTED].

25/218 UPDATE REGARDING WORKFLOW

The Clerk and Assistant Clerk have completed an initial review of their workflow with Councillor Fletcher. This now needs to be checked when both staff are back before moving to the next stage.

The Groundsmen and Rangers are settling in well – a review of tasks will be undertaken by the Grounds and Office staff once everyone is back from holiday. The Rangers hours may be amended to better suit the workflow – i.e. working an 8hour day rather than 2x 4hrs when certain tasks are required.

The Part-time groundsman [REDACTED]

25/219 TO REVIEW AND APPROVE THE TRAINING AND DEVELOPMENT POLICY

The Clerk has reviewed the current policy and no changes were suggested. Councillor Selley **PROPOSED** approval of the Training & Development Policy v4, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

25/220 TO CONSIDER AND APPROVE COSTS OF TRAINING FOR STAFF

Following the Annual Appraisals and appointment of the new Parish Rangers, several training needs were discussed with the staff.

After consideration, Councillor Selley **PROPOSED** staff training should be undertaken at a total cost of £926 plus VAT, as detailed below, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

- Parish Rangers - Emergency First Aid Training, to include use of the AED Defibrillator, at a cost of £396 from St John's Ambulance, and Safe use of Brush Cutters and Strimmers, at a cost of £530 plus VAT from Shuttleworth College.
- Office Staff and Councillors – Canva graphic design tool online workshop, at a cost of £35 from Breakthrough Communications, plus 4 other modules have already been approved at a total cost of £175.

Further training for safe use of hedge cutters for the Part-time Groundsman and Parish Rangers is required. Shuttleworth College do not have any availability until May 2026, at a cost of £285 plus VAT each.

ACTION – Clerk to investigate alternative options/venues to deliver the required training and ensure the cost for training is included in the Budget review in November.

25/221 TO CONSIDER AND APPROVE COST FOR STAFF FLU VACCINATIONS

The Office staff do not qualify automatically for the Flu vaccination (<65yrs). The last two years, the Council provided a contribution towards the vaccine for the staff. Councillor Selley **PROPOSED** to reimburse staff £25 towards the cost of a Flu vaccine, upon presentation of valid receipt, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. This will be funded from the Health & Safety budget and will help to ensure the operation of the Parish Council.

25/222 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

None.

The meeting closed at 8.15pm.