

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 1st DECEMBER 2025 COMMENCING AT 7.30PM**

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

In attendance: C Callen (Clerk)

Minutes: C Callen

25/322 APOLOGIES FOR ABSENCE – These were received from Councillors A Vale and B Thomas.

25/323 SPECIFIC DECLARATIONS OF INTEREST – There were none.

25/324 MATTERS ARISING

The part-time Rangers have been booked on the brushcutter course at Vale Training, Aylesbury on 11th December. One is also booked on the Hedge cutting course on 21st January (the other is on holiday so will attend the next available date). First Aid training is still to be arranged. The Office staff are attending webinar training on use of Canva on 7th & 21st January.

The Part-time Groundsman has resigned and leaves his position on 10th December. [REDACTED]

[REDACTED] It has been agreed to pay him for his outstanding holiday entitlement not used. Councillor Mikkelson **PROPOSED** the purchase of a £50 gift voucher from Chairman's allowance as a leaving gift, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

25/325 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 6th OCTOBER 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 6th October 2025, **SECONDED** by Councillor Paxton **with 3 in favour and 1 abstention**.

25/326 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda item 25/327 (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.

25/327 REVIEW OF SUB-COMMITTEE EXPENDITURE FOR 2025/26 AND TO CONSIDER AND RECOMMEND DRAFT BUDGETS FOR 2026/27

Details of the year-to-date and year-end forecast figures were provided ahead of the meeting. The projected year-end spend figure is £162,644, reflecting the extra staff taken on from September and following the 2025/26 pay award being applied. It includes the payment of staff overtime due to the projects and events that have been undertaken during the year and the higher National Insurance rates applied from April 2025. This is against a Budget of £155,329.

No indication has yet been received for the 2026/27 Pay Award, so an assumption of 3.5% increase has been used to calculate the Budget required for 'cost of living' rise to the NJC spine rates. The planned increase to the National Living Wage has also been applied, where appropriate.

Following discussion, it was agreed that realistic assumptions have been made with regards to the total salary costs. Therefore, Councillor Mikkelson **PROPOSED** the recommendation of the draft 2026/27 Pay & Personnel budget, with a £173,016 sub-committee precept. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

25/328 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Paxton suggested that the staff be invited out for lunch for Christmas, paid for out of his Chairman's Allowance.

ACTION – Clerk to discuss with Staff and find a suitable date and venue.

The meeting closed at 7.41pm.