

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE, WINDSOR PARADE
ON MONDAY 23rd March 2026 COMMENCING AT 7.49PM**

Present: Councillors J Mikkelson (Chair), A Vale, B Thomas and J Paxton (ex-officio)

In attendance: C Callen (Clerk)

Minutes: C Callen

25/557 APOLOGIES FOR ABSENCE – These were received from Councillors J Selley and S Laycock.

25/558 SPECIFIC DECLARATIONS OF INTEREST – There were none.

25/559 MATTERS ARISING –

The part-time Rangers have been booked on a Play Equipment inspection workshop at Wootton Village Hall on 2nd April. They will also join the Clerk for an online workshop on Legionella Testing and Risk Assessments on 30th March. First Aid training is still to be arranged.

25/560 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 1st DECEMBER 2025

A copy of the minutes was provided to all members ahead of the meeting. Councillor Mikkelson **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 1st December 2025, **SECONDED** by Councillor Paxton **with 2 in favour and 2 abstentions**.

25/561 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 25/562 to 25/563 (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.

25/562 TO CONSIDER AND APPROVE COMPLETION OF PROBATION PERIOD FOR RANGERS

The Clerk has completed the probation interviews for the two Rangers. Copies of the reports and recommendations were provided to members ahead of the meeting, for review. Following discussion, Councillor Mikkelson **PROPOSED** approval of the successful completion of the probation period for the two Parish Rangers. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

25/563 TO CONSIDER AND APPROVE THE WORKING PATTERN AND RESONSIBILITIES FOR GROUNDS STAFF

Councillor Mikkelson and the Clerk and Assistant Clerk met to discuss draft work pattern for the Rangers and review outstanding tasks on 4th March. A subsequent meeting with Councillor Mikkelson and the Clerk and the Groundsman and Rangers was held on 20th March to agree proposals.

Following discussion on the suggested proposal, Councillor Mikkelson **PROPOSED** that the revised work pattern and work schedule be implemented from week commencing 6th April. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

A review of how the changes are working to improve efficiency will be undertaken in June.

25/564 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 8.09pm.