

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 15th JUNE 2026 COMMENCING AT 8.44PM**

Present: Councillors J Mikkelson (Chair), J Selley (Vice-chair), A Vale, A Fletcher and J Paxton (ex-officio)

In attendance: C Callen (Clerk)

Minutes: C Callen

26/082 APOLOGIES FOR ABSENCE – There were none.

26/083 SPECIFIC DECLARATIONS OF INTEREST – There were none.

26/084 MATTERS ARISING –

The Part-time Rangers First Aid training is still to be arranged. Legionella Training costs have been quoted at £90 per person for a two-hour online course. It is recommended that the two Rangers undertake this training. Dates to be arranged.

[REDACTED]

26/085 TO APPROVE THE MINUTES OF THE PAY & PERSONNEL SUB-COMMITTEE MEETING HELD ON 23rd MARCH 2026

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 23rd March 2026, **SECONDED** by Councillor Vale **with 3 in favour and 2 abstentions**.

26/086 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda items 26/087 to 26/089 (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.

26/087 TO REVIEW THE RISK ASSESSMENTS FOR PAY & PERSONNEL SUB-COMMITTEE

The Clerk completed the annual review of the risk assessments for Pay & Personnel Sub-committee responsibilities in March. A copy of the assessments was provided to members ahead of the meeting. Following review, no changes were proposed to the assessments.

26/088 TO REVIEW AND RECOMMEND THE HR POLICIES

Several of the HR Policies are now due their bi-annual review. Following changes in Employment Law from April 2026, the Clerk has reviewed the documents using guidance from NALC and changed as appropriate (amendments highlighted in yellow). Copies of the revised policies were provided to members to review.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Bereavement Policy version 5 **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Sickness Policy version 5 **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Disciplinary Policy version 5 **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Lone Working Policy version 5 **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

Councillor Fletcher **PROPOSED** to recommend the adoption of the amended Expenses Policy version 5, including a maximum limit of £50 for any gift, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Grievance Policy version 5 **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

Councillor Mikkelson **PROPOSED** to recommend the adoption of the amended Equality & Diversity Policy version 5 **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

26/089 TO REVIEW WORK PATTERN FOR PARISH RANGERS AND RECOMMEND ANY CHANGES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED].

26/090 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.24pm.