CHARNEY BASSETT PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD IN THE VILLAGE HALL ON WEDNESDAY 11th MARCH 2026

Present: Mr D Roberts (Chair)
Mrs M Castle
Mrs T Burge
T Brown (Clerk)

CBPC/PS-C/26/01 **Apologies for Absence and Declarations of Interest**

None

CBPC/PS-C/26/02 **Minutes of last Meeting (10th September 2025)**

Approved at Parish Council Meeting of 12th November 2025

CBPC/PS-C/26/03 **Matters Arising on previous Minutes**

None

CBPC/PS-C/26/04 **Letter of Appointment for Finance Officer**

The terms on which Mr Adamson was appointed as Finance Officer were set out in an initial letter of appointment in April 2022, to be reviewed after 6-months. A new letter (circulated) formalised the on-going arrangement and the Sub-Committee agreed this for signature by Chair and FO.

CBPC/PS-C/26/05 **Clerk's Annual Appraisal**

The Sub-Committee considered a written appraisal prepared by the Clerk and circulated in advance of the meeting. There was discussion on some of the objectives used in the appraisal. The Sub-Committee noted the points made and expressed satisfaction with the Clerk's performance over the last 12 months.

CBPC/PS-C/26/06 **Clerk's Contract of Employment**

A draft Contract had been circulated but wrongly omitted from the agenda. The Sub-Committee nevertheless agreed to consider the matter. The new contract would run from 1st April 2026 to 1st April 2028. The Sub Committee agreed the terms on which the new contract be issued for signature.

CBPC/PS-C/26/07 **Arrangements for next meeting**

The Sub-Committee would continue to meet as required on the evenings of pre-arranged Parish Council meetings, commencing in good time for the business on each agenda to be transacted. The next meeting would probably take place when the outcome of the NALC annual review of salaries for 2026-2027 is concluded.

Signed…….David Roberts (Chair)

Date…13th May 2026

The minutes of this meeting were agreed at the Parish Council meeting of 13th May 2026 (minute CBPC/26/34).

Meetings of the Personnel Sub-Committee are held in confidential session (without the public present) given the personal nature of the business transacted. A full minute of the meeting, signed by the Chairman, is available on request to Councillors.

Trevor Brown

Parish Clerk