

# Haslington Parish Council

## Minutes of the Personnel Committee Meeting held on Wednesday 22<sup>nd</sup> January 2025

Meeting held at Yoxall Village Hall

**Attendance:** Cllr Samantha Green, Cllr Janet Griffith, Cllr Tony Peake, Cllr Graham Sawyer

**Apologies:** None

**Not in attendance:** None

**Also in attendance:** Mr Wayne Salisbury - Clerk

**Public:** None

**Meeting started at 7:30 pm.**

### Part 1

**1. Election of Chair**

RESOLVED: Cllr Samantha Green be appointed as Chair of the Personnel Committee for the ensuing year.

**2. Election of Vice Chair**

RESOLVED: Cllr Graham Sawyer be appointed as Vice-Chair of the Personnel Committee for the ensuing year.

**3. To receive apologies for absence**

None received.

**4. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 27<sup>th</sup> February 2024 be approved as a correct record and signed by the Chair.

**5. Declarations of Interest**

No interests declared.

**6. Public Participation**

No members of the public were in attendance.

**7. Exclusion of Press and Public**

Motion not moved as no members of the public were in attendance.

## **Part 2 – Closed to the public**

### **8. To consider the 2025 appraisal process.**

Members discussed the appraisal process held in 2024 and the commitment to ensuring that the process is completed satisfactorily this year.

The Clerk advised members that they would be happy for this year's appraisal to be held with the full committee and that point 2.b.ii of the Personnel Committee Terms of Reference is paused on this occasion to allow that.

It was agreed that an appraisal meeting with the clerk will take place on Monday 31<sup>st</sup> March 2025.  
Venue TBC.

### **9. To consider any personnel matters.**

The clerk provided members with notes prior to the meeting which shared vital information regarding current concerns relating to role demands along with how the clerk role and the work completed sits with members.

It was noted that appropriate training for members may be helpful.

The Chair noted that they had recently sent an email to members addressing concerns.

**Meeting ended at 8:58pm.**