

MINUTES of the Personnel Committee Tuesday, 26th November 2024 at 7.00 pm, CBTC Offices

Present: Cllrs K Reed (Chair), E Jones, H Tune Fellows Vickers

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

2. Apologies – Cllrs, Riggott,

3. Declarations of Interest - None at this time

4. Minutes of the meetings; 30 July 2024 & 20 August 2024

Resolved: Minutes of the meetings; 30 July 2024 & 20 August 2024 were approved by the Committee.

5. Apprentice Update – verbal

Members were updated on the Apprentice leaving.

6. Village Caretakers workloads

Discussed the workloads and some feedback from employees on the workloads and division of tasks between all the staff. Discussed trying to direct some employees to different tasks such Allotment cabin rubbing down and painting, strimming, hedges, clearing plots, pavilion gutters, leaf clearing.

7. Appraisals process

Discussed introducing the BLIP clocking on system at the appraisal meetings and send to them the BLIP pre-recorded demo link.

8. 2025/2026 Budgeting

Members discussed the National Minimum wage limits.

Resolved: An uplift was agreed for the Village Caretakers.

Discussed splitting out the tasks and workloads for all the caretakers.

Resolved: The annual budget will be set at £150,000.

Chair closed the meeting.