

**Minutes of the Wickham St Pauls Personnel Committee of Wickham St Pauls Parish Council held on Thursday, 27<sup>th</sup> February 2020 at 10.00 am in the Pavilion of the Village Hall**

**In the Chair: Cllr. B. Trew**

**Present: Cllr. D. Stokes  
Cllr. M. Cooper  
Bethany Rippingale  
Diane Jacob**

**20/018 Welcome and Apologies for Absence.** No apologies for absence were received and all persons attended where relevant in the proceedings.

**20/019 Declaration of Interests.** None.

**20/020 To exclude the press and public.** None in attendance.

**20/021 Village Maintenance Operative (Handyman) Appraisal.** The appraisal of Bethany Rippingale was successfully carried out. Timesheets will be implemented which will incorporate a checklist to satisfy insurance requirements, risk assessments will be provided to ensure the correct equipment and safety are being adhered to and protective clothing will be sourced and purchased.

**20/022 Village Maintenance Operative (Handyman) Contract of Employment.**

**Item 1. National Salary Award (NALC, SLCC). Annual Salary Scale Increment, from 1<sup>st</sup> April, 2020.** It was agreed that the salary scale would increase from Band 5 to Band 6 with effect from 1<sup>st</sup> April, 2020. Proposed by Cllr. M. Cooper, seconded by Cllr. D. Stokes, resolution passed.

**Item 2. Pension.** Unfortunately this position does not qualify for a pension.

**20/023 Clerks Appraisal.** The appraisal of Diane Jacob was successfully carried out.

**20/024 Clerks Contract of Employment**

**Item 1. National Salary Award (NALC, SLCC). Annual Salary Scale Increment, from 1<sup>st</sup> April, 2020.** It was agreed that the salary scale would increase from Band 14 to Band 15 with effect from 1<sup>st</sup> April, 2020.

Proposed by Cllr. M. Cooper, seconded by Cllr. D. Stokes, resolution passed.

**Item 2. Office Rent.** It was agreed to increase this amount by 5%.  
Proposed by Cllr. D. Stokes, seconded by Cllr. M. Cooper, resolution passed.

**Item 3. Pension.** It was duly noted that Diane stated that she wished to opt out of the Workforce pension.

**20/025 Close Meeting.** The meeting closed at 11.35 am. Next meeting to be confirmed.

Signed ..... 24<sup>th</sup> March 2020