

**Minutes of the Wickham St Pauls Parish Council Personnel Committee held on
Tuesday, 24th February 2026 at 11.00am in the Pavilion.**

In the Chair: Cllr. J. Barlow

Present: Cllr. M. Cooper
Cllr. C. Groom
Cllr. P. Shipperley
Diane Jacob (Parish Clerk & RFO)

26/014 Welcome and Apologies for Absence.

No apologies for absence.

26/015 Declaration of Interests.

None.

26/016 To exclude the press and public.

None in attendance.

Proposed by Cllr. Barlow, seconded by Cllr. Cooper, resolution passed.

26/017 Clerks Appraisal.

The appraisal of The Parish Clerk & Responsible Financial Officer (Mrs Diane Jacob) was successfully carried out, no issues or concerns raised and the whole committee thanked the Clerk for her work and support.

Proposed by Cllr. J. Barlow, seconded by Cllr. C. Groom, resolution passed

26/018 Clerks Contract of Employment

Item 1. The National Salary Award (NALC, SLCC) was discussed and it was confirmed that the Parish Council would implement this when notified by the National Association of Local Councils.

It was agreed that the salary scale would increase with effect from 1st April 2026.

Proposed by Cllr. C. Groom, seconded by Cllr. J. Barlow, resolution passed.

Item 2. Office Rent.

It was discussed and agreed this would remain as per existing.

Proposed by Cllr. M. Cooper, seconded by Cllr. C. Groom, resolution passed.

Item 3. Pension.

It was confirmed that the Parish Clerk & RFO has opted out of the work place pension scheme.

26/019 Close Meeting.

The meeting closed at 11.35pm.

Next meeting to be in February 2027, or before if required.

Signed 28th March 2026