



# THAXTED PARISH COUNCIL

Community Information Centre  
7, Town Street, Thaxted,  
Dunmow, Essex, CM6 2LD  
Tel: 01371 831952

email: [clerk@thaxted.co.uk](mailto:clerk@thaxted.co.uk)  
web: [www.thaxted.co.uk](http://www.thaxted.co.uk)

Date of Personnel meeting 3<sup>rd</sup> October 2024

Present Councillors: Knight (Chair), Williams, Frostick, Frater, Perkins

Officers: Dena Oxley (Clerk & RFO)

0 public members

1	<b>Apologies for absence</b> None
2	<b>Declarations of Interest</b> None
3	<b>Public representations</b> None
4	<b>Minutes</b> Resolved To approve and sign as an accurate record the Minutes of the Personnel Committee meeting held on the 14 <sup>th</sup> of December 2023
5	<b>Staffing levels</b> Resolved To approve the need for an additional person up to 10 hours, which falls within budget.
6	To resolve that under the Public Bodies (Administration to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the Public and accredited representatives of newspapers be excluded from the meeting for the following items of business because it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972.
7	<b>SALARY REVIEW</b> 1) Approved to Ensure any contractual incremental increase is automatically applied (if applicable) in May 2025 2) Resolved To consider and approve adjustments if necessary to the SCP for all staff members after appraisal and productivity formula has been re applied.
8	<b>NEW EMPLOYEE JOB DESCRIPTION AD ADVERT</b> Resolved To approve the job description and advert for the New Role
9	<b>TO APPROVE THE USE OF the following forms</b> a) Resolved to approve Induction Training Record b) Resolved to approve the Application for employment c) Resolved to accept Appraisal form 2 d) Resolved to approve the Reference request document
10	<b>AOB – not for approval</b>
11	<b>Date of Next meeting TBA</b>