



THAXTED PARISH COUNCIL

The Community Hall
Newbiggen Street
Thaxted
Dunmow
CM6 2QT
Tel: 01371 831952

email: clerk@thaxted-pc.gov.uk

web: www.thaxted-pc.gov.uk

Minutes of the Personnel Committee meeting held on the 25th April 2025

Present Councillors:

- Knight (Chair)
- Perkins
- Frostick
- Silver
- Williams
- Young

Officers: Dena Oxley (Clerk & RFO)

0 public members

1. Apologies for absence

None

2. Declarations of Interest

None

3. Public representations

None

4. Minutes

Resolved To approve and sign as an accurate record the Minutes of the Personnel Committee meeting held on the 3rd of October 2024

5. Staffing levels

Resolved To accept the staffing levels as follows: Clerk & RFO combined 19 hours, Assistant Clerk 10 hours, Guildhall Custodian 8 hours and Caretaker contracted 2 hours (flexed up to 6)

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. Review of new staff

Resolved That staffing reviews will be conducted by the direct line manager and the Clerk shall be reviewed annually by the Chairman of the Council

8. HR review of services

Resolved The Clerk gave details on the service level agreement between HR Solutions and reported that to date no employee handbook had been received, the service feels inadequate in comparison to that which was promised. The Committee wish to continue with the support and ask the Clerk to monitor the service levels going forward reporting back to this committee.

9. Official sign-off of extended probations

Resolved To approve probation sign off

10. Employee personnel reference

Resolved To supply reference for Assistant Clerk for another council job opportunity

11. AOB – not for approval

The Clerk reports on the need to increase staffing levels to maintain the standards of service for the growing community needs, this will become more necessary as we open the Community Hall and devolution of services come from any changes within the County/District councils.

12. Date of Next meeting

Friday 24th October 2025, 4pm, Guildhall