



THAXTED PARISH COUNCIL

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THAXTED PARISH COUNCIL MINUTES OF THE PERSONNEL COMMITTEE MEETING

HELD ON THURSDAY, 20TH NOVEMBER 2025

FOLLOWING FINANCE COMMITTEE

THE COMMUNITY HALL, NEWBIGGEN STREET, THAXTED

PRESENT:

- Cllr Victoria Knight (Chair)
- Cllr Jenna Perkins (Vice Chair)
- Cllr Terry Frostick
- Cllr Ray Williams
- Cllr Robert Silver

ALSO IN ATTENDANCE:

- Dena Oxley (Parish Clerk & Responsible Financial Officer)

PC/25/1 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Andy Frater (as Ex-Officio Member) and Cllr Alex Young.

PC/25/2 DECLARATIONS OF INTEREST

No declarations of interest were made relating to items on the agenda.

PC/25/3 MINUTES

RESOLVED: That the minutes of the Personnel Committee Meeting held on 25th April 2025 be approved as a true and accurate record and signed by the Chair. [link to the Personnel minutes April 2025 Final.pdf](#)

PC/25/4 EXCLUSION OF PUBLIC AND PRESS (PART II)

RESOLVED: That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business as they involve the likely disclosure of confidential information relating to staff matters.

PART II - CONFIDENTIAL ITEMS

PC/25/5 STAFFING LEVELS

The Clerk reported on the need to increase staffing levels to maintain the standards of service for the growing community needs. This will become more necessary as the Council opens the Community Hall for public bookings and the increasing needs of the community

around service delivery and proper maintenance and management of all assets, also to be prepared for work surrounding assertion 10 and the additional obligations the Clerk/RFO is facing with growing governance and transparency.

RESOLVED: To approve the job evaluation to Local Council consultancy.

PC/25/6 STAFF APPRAISAL DOCUMENTS

The Committee received and reviewed staff appraisal documents.

RESOLVED: To produce and provide a reasonable adjustment form to ensure all staff are suitably supported, in accordance with the support and suggestions from HR solution in connection with staff appraisals.

PC/25/7 RE-EVALUATION OF JOB ROLES

The Committee considered the re-evaluation of job roles, in accordance with the findings from item PC/25/5. Once this report has been produced, this item shall return to the personnel committee for full consideration.

PC/25/8 CURRENT STAFF CONTRACTS

The Committee noted the report on current staff contracts, costs and meeting future obligations.

PC/25/9 DATE AND TIME OF NEXT MEETING

The Committee noted that the date and time of the next Personnel Committee meeting will be confirmed following the completion of the job evaluation report.

The meeting closed at 21:55 pm.

Signed: _____ Date: _____

Cllr Victoria Knight, Chair of Personnel Committee