

HAYDON WICK PARISH COUNCIL

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Wednesday 20th January 2025 at 15.30.

In attendance: Councillors V Manro (Chair), R Hailstone, S Heyes and R Worman

Officer: Georgina Morgan-Denn, Chief Officer/Clerk & RFO

1. **Apologies for Absence**
Noted Councillors A Roupelis and J Ali (Work Commitments) and E Baker-Walker (Personal Commitments).

2. **Declarations of Interest**
There were none.

3. **Chairman's Announcements**
There were none.

4. **Minutes**

RESOLVED: That the minutes of the Personnel Sub-Committee held on 4th December 2024 be signed as a correct record.

Proposed: Councillor R Hailstone

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

5. **Staffing Matters**

Members received a confidential report on current staffing matters and resolved to the following:

- A.) **Staff Welfare:** To defer any budget allocation for a Staff Welfare scheme in Financial Year (FY) 25/26. To investigate further and discuss with the Swindon Local Councils Forum to potentially form a consortium with other parishes and reduce the cost per head.
- B.) **Call Out Policy:** To present a policy at a future meeting. To note that costs for call out fees will be taken from a small surplus in 25/26 Salary Budget and agreed to monitor and reassess for budget setting in preparation for FY 26/27.
- C.) **Recruitment:** To note the update and new starters joining the Council imminently.
- D.) **Accounting Consultant:** To recommend to Finance & Policy Committee to:
 - A) Contract SPF to provide 27 days of Accounting Services in 25/26 - to commence from 1st April 2025 using allocated funds **£8,100.00 [4008/101]**. Budget was agreed at Full Council in December see FC148A.
 - B) Using SPF to undertake two days of services in February for month end/payroll. Using funds available in current 24/25 FY **£600.00 [4008/101]**.
- E.) **Absence Monitoring:** To note the absences recorded during the period Jan 24 – Jan 25.

The Chief Officer/Clerk left the meeting 15.50.

- A.) **Absence Management & Grievance Appeal:** To note the verbal update and Councillors to sit on the two panels. Sickness Absence: Councillor Manro. Appeal: Councillors R Worman and J Ali.

6. **Items for the next Agenda**
To be provided as required.

The meeting closed at 16.00

Chairman: _____