

EAST HALTON PARISH COUNCIL
Minutes of Personnel Committee Meeting held on Wednesday 1st October 2025

In attendance: Cllrs J Hampson (Chair), J Winter, E Reeve

Clerk Hannah Hepworth

PC2509/1 Election of Chair

Proposed: Cllr Reeve, Seconded: Cllr Winter

Resolved: Cllr J Hampson was elected as chair – unanimous

PC2509/2 To receive any apologies for absence.

None

PC2509/3 To receive Declarations of Interest & note dispensations.

(a) To record declarations of interest from members on items appearing on the agenda. Members should identify the agenda item and type of interest being declared.

None

(b) Dispensations – to note any dispensations given to any member of the Council in respect of an agenda item listed below.

None

PC2509/4 Minutes of last meeting

It was noted there are no previous minutes to approve

PC2509/5 Clerk's Job Description

The Clerk's Job Description was discussed and re-written collaboratively to put forward to the next Parish Council meeting for approval, as was the Clerk's Contract

PC2509/6 To confirm the date of the next meetings and to note any items for the agenda.

Personnel Committee meeting 19th November 10am

Agenda items to be included: Sickness Absence policy

The Clerk's request for Annual Leave from 22nd December 2025 – 2nd January 2025 was approved.

Meeting close 11:00am

Signed Chair _____