

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 25th February 2025**

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Mignot, Moore and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs E Earl (Administration Officer to Bishopstoke Parish Council)

Public Attendance: 1 member of the public was present.

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Public Session

The member of the public was there to represent Greening Bishopstoke. He had submitted a Risk Assessment for the planting of an orchard at Bow Lake Gardens to the Clerk that had been discussed at the Assets Committee meeting held on 28th January 2025. He asked if there was any progress and if there was any more information needed. The Chair advised him that the matter would be looked into by the Clerk and he would receive a reply by the end of the week.

11 The Chair proposed that the discussion of Officers targets be moved into Confidential Business.

11.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** unanimously to move the discussion of Officers targets into Confidential Business

12 Apologies for Absence

12.1 All Committee Members were present.

13 To adopt and sign the minutes of the People Committee meeting held on 25th June 2024

13.1 The minutes of the above meeting had been included in the document pack for the meeting.

13.2 Proposed Cllr Hillier Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 25th June 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

14 To adopt and sign the minutes of the People Committee meeting held on 22nd October 2024

14.1 The minutes of the above meeting had been included in the document pack for the meeting.

14.2 Proposed Cllr Hillier Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 22nd October 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

15 Declarations of Interest and Requests for Dispensations

15.1 None declared or requested.

16 To receive the Clerk's report on People Committee matters, covering:

**Action Log Update
Appraisal Update
Overtime Hours
Personnel
Priorities
Training**

16.1 The Clerk's report had been included in the document pack for the meeting and was noted.

16.2 The Clerk commented that the 3 new members of staff had made an excellent start and the Parish Council was now able to move forward with both existing and new projects.

17 To recommend adoption of the People Committee Terms of Reference

17.1 The People Committee Terms of Reference had been included in the document pack for this meeting.

17.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RECOMMENDED**, with 1 against, that Full Council adopt the People Committee Terms of Reference.

Action: Clerk – to add the adoption of the People Committee Terms of Reference to the agenda for the next Full Council Meeting.

18 Date, time and place for the next meeting

18.1 The next meeting of the People Committee is scheduled to take place on Tuesday 24th June at 7:30pm in the small meeting room at Bishopstoke Methodist Church. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 17th June.

19 Motion for confidential business

19.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to employees' remuneration it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

20 To discuss and agree staff targets

20.1 A document showing the staff targets was included with the document pack for this meeting.

20.2 Cllr Hillier-Wheal commented that seeing staff targets once per year does not allow the Committee the opportunity to monitor progress. The Clerk noted that the plan is for progress on staff targets to be on the agenda for every People Committee meeting, and that as targets are achieved there will be the scope to add new targets in an ongoing fashion.

Action: Clerk – to include a progress report on Clerk and Officer targets on the agenda for each People Committee meeting.

20.3 Cllr Harris commented that as the Council is likely to have several new buildings over the next few years there is a need for training on Fire Safety, Health & Safety, COSHH, Legionella and other related matters. The Committee asked the Clerk to arrange training for all necessary staff on these matters.

Action: Clerk – to research courses for Fire Safety, Health and Safety, COSHH and Legionella and book the appropriate Officers on the course.

20.4 Cllr Hillier-Wheal commented that she and the Council were impressed with how the Clerk had performed whilst having no other Officers and how well he had handled some difficult situations.

20.5 The Clerk's targets for the previous year were discussed, as were potential targets for the coming year. After discussion the Committee agreed the Clerk's targets for the year.

21 To make recommendation regarding staff salaries

The Admin Officer left the meeting at this point.

21.1 The recommendations for officers' salaries were discussed.

21.2 Proposed Cllr Harris, Seconded Cllr Moore, **RECOMMENDED** unanimously that the officers' salary recommendations be accepted.

The Admin Officer returned to the meeting and the Clerk left the meeting at this point

21.3 The Committee discussed the Clerk's salary and agreed a recommendation for Full Council.

21.4 Proposed Cllr Moore, Seconded Cllr Harris, **RECOMMENDED** unanimously that the recommendation on the salary for the Clerk be accepted.

The Clerk returned to the meeting at this point.

21.5 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** unanimously that the Clerk's targets be as agreed.

Action: Clerk – to add all officer salary recommendations to the agenda for the next Full Council meeting.

There being no further business, the Chair closed the meeting at 8:45pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____