



WISTOW PARISH COUNCIL

Clerk: Jessica Knights

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MEETING	Personnel Committee Meeting
TIME	7.30pm
DATE	20 th April 2026
VENUE	Wistow Village Hall, Manor Street, Wistow, Cambs, PE28 2QB (w3w ///passages.surpasses.skate)
MEMBERS PRESENT	Cllr Simms, Cllr Cook & Cllr Rice
STAFF PRESENT	Jess Knights, Clerk & RFO

MINUTES

OPEN As this was the first meeting of the Personnel Committee, the meeting was opened at 7:31pm, by Cllr Cook who received a majority vote to chair the meeting.

04/26.01-PC WELCOME AND TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE
LGA 1972 s85(1) & (2) requires Councillors to provide a reason for their absence & for that reason to be approved by a majority vote at the meeting.

RESOLVED: No apologies received.

04/26.02-PC TO RECEIVE DECLARATIONS OF INTEREST
Councillors must declare any pecuniary or other interests in relation to any agenda item. Councillors must leave the room before any discussion on the disclosed interest, whether during the public forum or elsewhere on the agenda. Councillors cannot remain to hear or make representations unless, accordance with Standing Orders S.13 a dispensation requests must is made which must be in writing and submitted to the Proper Officer before or at the start of the meeting. The Proper Officer's decision is final.

RESOLVED: No declarations received.

04/26.03-PC PUBLIC PARTICIPATION
At the close of this agenda item members of the public will no longer be permitted to address

the Council unless invited to do so by the Chairman. To allow 15 minutes (3 minutes per person) for any members of the public. LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified therefore the Council cannot lawfully make decisions under this item.

The public participation was opened at 7:33pm.

RESOLVED: The public participation was closed at 7:33pm as no members of the public were present.

04/26.04-PC ELECT CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the Personnel Committee and sign declaration of acceptance.

RESOLVED: All voted in favour of Cllr Cook to be Chairman and Cllr Rice to be Vice-Chairman of the Personnel Committee.

**04/26.05-PC BUSINESS TO BE TRANSACTED
Clerk's Annual Appraisal & Pay Scale**

The meeting was then closed at 7:35pm in accordance the Public Bodies (Admission to Meetings) Act 1960 s1(2).

RESOLVED: Following the Clerk's annual appraisal, it was agreed by all to recommend to full Council that the clerk move up 2 spinal column points on the NJC pay scales due to her job performance and becoming CiLCA qualified.

Meeting closed at 7:55pm