



Garstang Town Council

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Personnel Committee Meeting, 16th July 2025 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 16th July 2025, 7.00pm.

Present

Chair: Councillor Perkins
Councillors: Atkinson, Hesketh, Lee-Bromley and Perkins

Also present: Town Clerk Edwina Parry

Councillor Brooks was not present.

001(2025-26) Appointment of Chair

Resolved: Councillor Perkins was appointed Chair of the Personnel Committee.

002(2025-26) Appointment of Deputy Chair

Resolved: Councillor Keyes was appointed Deputy Chair of the Personnel Committee.

003(2025-26) Apologies for Absence

Councillor Keyes.
Councillor Webster (ex-officio member)

004(2025-26) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

005(2025-26) Minutes of the last meeting – for decision

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 7 May 2025.

Resolved: The minutes of the meeting held on 7 May 2025 were confirmed and signed as a true record.

006(2025-26) Reference material

- a) The Clerk reminded the Committee of the Terms of Reference and Scheme of Delegation
- b) The Good Councillor's guide to employment gives practical guidance on recruiting and managing employees effectively and in compliance with employment legislation up to the publication date. The guide had been circulated on Teams.

- c) Building an effective Personnel Committee; SLCC advice – detailed in the Appendix.
- d) Society Local Council Clerk (SLCC) Clerk's calendar year
- e) Acronyms

007(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

The Committee resolved that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

008(2025-26) Chairman's verbal report – Councillor Perkins

The Chair provided a verbal update, which included the following:

- i) The Committee noted that the Lengthsman is doing a brilliant job, with particular appreciation for the work carried out in collaboration with the Garstang Bloomers in the lead-up to the Garstang in Bloom judging day on 15 July 2025.
- ii) A meeting was held with the Town Crier on 10/07/2025. She is happy carrying out her voluntary role. She's going to visit the Otley Town Crier Competition 2025 on Sunday 21st September 2025.
- iii) She gave thanks to the Clerk for her work. The Committee acknowledged that a significant amount of work takes place behind the scenes, much of which often goes unnoticed. The Committee agreed it is clearly evident that the Clerk is covering a substantial and demanding workload, and her commitment is greatly appreciated.

009(2025-26) Staffing report, Clerk

Resolved:

- i) That Councillor Keyes is appointed to the management support team, along with Councillor Perkins, for the Clerk.
- ii) Appraisal – Reference standing orders 19c. That the Clerk's appraisal be carried out in late July/August and that outgoing Mayor, Councillor Halford, provides the report.
- iii) Informal Training event held on 2/7/2025 – Councillor Hesketh gave thanks for training. All agreed that it had been a great team building session and that a similar event takes place annually.

010(2025-26) Regrading of Lengthsman, Clerk and Councillor Atkinson

Resolved: The Committee approved the regrade of the Lengthsman's position, following the completion of a formal job evaluation. The **Council further resolved:**

- i) That the Development Plan for the Lengthsman encompasses point 3.0 into his job description and that the associated range in scales is 7 to 14, as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

- ii) That the re-grade is backdated to 1/4/2025.
- iii) That the next financial annual performance and development review is carried out in Q1 (April – June 2026). An appraisal to be carried out on anniversary of starting state October 2025 and then realigned to Q1 2026.

011(2025-26) Revised Committee Terms of Reference and Scheme of Delegation, Clerk

The Committee noted that the report will be presented to Full Council for approval on 21 July 2025. There were no comments or observations from the Committee at this stage.

012(2025-26) Full Council Risk register, Clerk

The risk register has been circulated. There were no risks that Councillors wished to bring to the attention of the Clerk.

013(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

The Committee resolved that, the confidential business having been concluded, the press and public be re-admitted to the meeting.

014(2025-26) Town Crier, Councillors Keyes

The Committee noted that the Clerk and Councillors Keyes and Perkins met with the Town Crier on 10/07/2025. VJ day and the involvement of the Town Crier are to be discussed. Councillor Perkins confirmed that there would be a 2 minute silence at midday at the Market Cross.

015(2025-26) Date of next meeting

10th September 2025.

The Meeting Finished at: 7.24pm