THAXTED PARISH COUNCIL

The Community Hall
Newbiggen Street
Thaxted, Dunmow
CM6 2QT
Tel: 01371 831952
clerk@thaxted-pc.gov.uk
assistantclerk@thaxted-pc.gov.uk
www.thaxted-pc.gov.uk

MINUTES

PERSONNEL COMMITTEE MEETING

Minutes of the meeting of the Personnel Committee of Thaxted Parish Council held on Friday, 25 September 2026 at 11.30am at The Community Hall, Newbiggen Street, Thaxted.

Present: Cllr Jenna Perkins (Chair), Cllr Terry Frostick, Cllr Robert Silver, Cllr Victoria Knight

In attendance: Amanda Collins, Deputy Proper Officer & Deputy RFO

Members of the public: None

The meeting was quorate in accordance with Standing Order 4(d)(viii).

PART I

PC/26/11 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Ian Adams, Cllr Andy Frater and Cllr Alex Young.

PC/26/12 DECLARATIONS OF INTEREST

There were no declarations of interest and no requests for dispensation.

PC/26/13 PUBLIC PARTICIPATION

No members of the public were present.

PC/26/14 MINUTES

RESOLVED that the minutes of the Personnel Committee meeting held on 5 March 2026 be approved as a true and accurate record. The minutes were signed by the Chair.

PC/26/15 EXCLUSION OF PUBLIC AND PRESS (PART II)

RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3(f), the public and press be excluded from the meeting for the following items of business, as they involve the likely disclosure of confidential information relating to staff matters.

PART II – CONFIDENTIAL ITEMS

The following is a public summary only. Confidential details are recorded separately and are not published, in accordance with Standing Orders 11 and 19.

PC/26/16 HR CONTRACT

The Committee reviewed the Council's HR support arrangements.

RESOLVED to give notice to end the current HR support contract, with the contract to conclude in December 2026, and to use an alternative HR provider on an ad hoc basis thereafter. Advice will be sought on future health and safety support arrangements ahead of December.

PC/26/17 STAFFING MATTERS

a) The Committee received and noted an update from Cllr Knight on a staffing matter. Actions arising were agreed and will be taken forward by the Chair.

b) The Committee considered the Deputy Proper Officer's hours and remuneration. No change could be approved at this meeting. Cllr Knight will call an extraordinary meeting of the Personnel Committee once further information is available, and Cllr Frostick will liaise with the Council's payroll provider in the meantime. Interim measures to manage workload were agreed, with Cllr Silver and Cllr Perkins providing support on operational matters.

c) RESOLVED to approve working hours for the Custodian on a two-month trial basis. Cllr Perkins will prepare a supporting duties checklist.

PC/26/18 DATE AND TIME OF NEXT MEETING

The date and time of the next Personnel Committee meeting is to be confirmed.

There being no further business, the Chair closed the meeting at 12.27pm.

Signed: …… (Chair) Date: ……