

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

Telephone 01603 250198

PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Monday 11 August 2025 at 3pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Dagmar Miller (in the Chair), Trevor Wang, Christina Fielding

In attendance - Sonya Blythe (Parish Clerk).

1 To receive apologies for absence / Declaration of interest.

Apologies were received and accepted from Simon Chapman

No declarations of interest were made.

2 To approve the minutes of the last meeting from 25 February 2025

The minutes of the previous meeting were **agreed** as an accurate record and approved.

3 To consider matters arising

Actions had been completed.

4 To consider and approve updated policies:

Lone worker policy – updates made.

Staff use of own and company vehicles – updates made.

Training policy – updates made.

Travel and expenses policy – updates made.

Working from home policy – updates made.

Equal opportunities policy – a discussion was held around Council recruitment across the past year and how to ensure updated gender laws were met. The policy was accepted with no changes.

All policies approved, with updates

5 To discuss staff mobile phones

A discussion was held on whether staff should be issued with Council mobile phones. Currently grounds staff were paid a monthly fee for using their phones, as they were required to carry them. Office staff did not receive a fee as they had land lines. The Clerk had asked staff, who would prefer to continue to use their own phones when they needed to take photographs etc.

It was agreed that the Clerk would be paid a fee to match the Head Groundsman, as out of hours calls were often taken regarding staffing and other issues.

6 To receive a general staffing update

The Clerk gave an update on staffing changes. It was noted that a new part time caretaker and groundsman had been recently recruited, and the Assistant Clerk's hours had been temporarily increased. There were no changes to the staffing structure.

7 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).

Not required.

8 To consider any contractually confidential items in relation to item 5, if required necessary

Not discussed.

Meeting closed at 16.05