



TATWORTH AND FORTON PARISH COUNCIL NOTICE OF AN ORDINARY MEETING OF THE PERSONNEL COMMITTEE TO BE HELD ON 20th November 2025

Chairman Councillor K Patay, Councillors S Adams, C Brown, P Chapple, R Down, R Jacobs, M Rees, & R Wardell.

You are hereby summoned to attend the following Meeting of: Tatworth and Forton Council Personnel Committee

Time: 6.15pm Date: 20th November 2025 Place: St Johns Church Rooms

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS (Public Bodies (Admission to Meetings) Act 1960)

Nigel Tinley Clerk 14th November 2025

PUBLIC PARTICIPATION: 6.15pm (Prior to the start of the Meeting) An opportunity for questions and comments from members of the public raising any matter of concern affecting Tatworth & Forton. No decision can be taken during this session, but the Chairman may decide to refer any matter for further consideration.

AGENDA

18/25 Apologies for absence to receive apologies for absence (Section 85(1) of the Local Government Act 1972)

19/25 Declarations of interest:

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or, if he/she has not notified the Monitoring Officer of it

20/25 To approve and sign as a correct record Minutes of the Personnel Committee Meeting held on 19 June 2025

21/25 To access and approve an increase in the Green Book grading of the Clerks assistant and future development of the role.

22/25 To appoint working party to prepare and conduct Staff performance appraisals

23/25 To review staff budget 2025-26 and approve budget 2026-27 for recommendation to Finance Committee.

24/25 To consider name change of this committee, recommend to Full Council

25/25 Date of Next Meeting – To be decided