



## **TATWORTH AND FORTON PARISH COUNCIL**

### **Minutes of the Personnel Committee Meeting of Tatworth & Forton Parish Council Held on 19<sup>th</sup> June 2025 at 6.15 pm At St John's Church Rooms Tatworth Memorial Hall.**

**Present: Councillors S Adams, C Brown, P Chapple, K Patay, R Wardell**

Clerk N Tinley

There were no Members of the Public and no members of the press present.

#### **09/25 Apologies for absence**

Councillor R Down – Baling

Councillor R Jacobs – Funeral away from the area

#### **10/25 Declarations of interest**

None.

#### **11/25 Election of Personnel Committee Chairman**

Councillor P Chapple nominated Councillor K Patay, Seconded by Councillor C Brown.

There were no other nominations. All in favour.

**RESOLVED:** Councillor K Patay will continue as Chairman of the Personnel Committee and has accepted the role.

#### **12/25 To approve and sign as a correct record Minutes of the Personnel Committee Meeting held on 20<sup>th</sup> February 2025**

Proposed by Councillor K Patay, Seconded by Councillor C Brown. All in favour.

**RESOLVED:** That the Minutes of the Parish Council Personnel Meeting held on 20<sup>th</sup> February 2025 be signed as a correct record.

#### **13/25 To approve Personnel Terms of Reference**

Proposed by Councillor S Adams, Seconded by Councillor R Wardell. All in favour.

**RESOLVED:** The Personnel Terms of Reference have been approved at Committee and will be recommended to Full Council for acceptance.

**14/25 To assess and approve Clerks Job Description in relation to Cemetery Committee Memorial safety requirements. Councillor Patay**

Councillor K Patay passed to the Committee a revised Clerk's Job Description to cover the additional role for the Cemetery Committee.

Proposed by Councillor P Chapple, Seconded by Councillor R Wardell. All in favour.

**RESOLVED:** The revised Job Description has been approved. The Clerk signed with Council Chairman Councillor R Down and Personnel Chairman Councillor K Patay counter-signing on behalf of the Parish Council.

**15/25 Update Committee on Appraisals**

Councillor K Patay updated the Committee on the appraisals and tasks agreed with Nigel and Jackie. These will be updated on paper and forwarded to the relevant parties.

- Main actions
- To set up an automatic e-mail response
  - Councillor C Brown to ensure the Clerk has full Facebook access to allow Jackie to complete the Instagram sign up.
  - The office noticeboard to be set up by the end of August

**16/25 Clerk to update committee on his retirement plans**

The Clerk explained that he is due to receive his State Pension in July 2026 and was considering his future with the Parish after that point. Due to additional financial commitments with home improvements, it would be financially beneficial to continue to work beyond that point. He also just could not see himself being fully retired without work to fill time and have a purpose. He will continue to be the Parish Clerk until the Council decides to have a change, and he will give 6 months' notice of retirement. The only proviso would be ill-health within the family.

**17/25 Date of Next Meeting – To be decided**

The date of the next meeting was decided as 28<sup>th</sup> August 2025.

**Meeting closed at 6:57pm**