

# BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



29<sup>th</sup> January 2025

**A Meeting of the Personnel Committee will be held at 6.00pm on  
Tuesday 4<sup>th</sup> February 2025 at the Memorial Centre, Thrapston Road.**

You are summoned to attend to deal with the following business:

*Susie Caney*  
Parish Clerk

## AGENDA

- 1. Apologies for absence.**
- 2. To agree the minutes of the meeting held on 20<sup>th</sup> November 2024.**
- 3. Staff Training and Development**
  - i. Annual appraisals and performance review schedule.
  - ii. Training Plans.
- 4. Employment Review**
  - i. Staff Handbook.
  - ii. Company policies update.
  - iii. Equality and Diversity Policy (due for review 2023).
  - iv. Sickness absence advice and process.
- 5. Staff Requirements**
  - i. Grounds and caretaking ongoing requirements.
  - ii. Caretaker Vacancy.
  - iii. Retirement of Deputy Clerk.
  - iv. Office opening times – Memorial Centre.
- 6. Finance**
  - i. Annual salary reviews.
- 7. General**
  - i. Health and Safety update
- 8. Agenda items for the next meeting**