

RINGMER PARISH COUNCIL

Minutes of the Personnel Committee held on

Monday 28th September 2026 at 14:00

In the Parish Rooms, Lucy Stone Room, Old School Close, Ringmer, BN8 5RA

Present:		
Cllr Marcia Morgan (MM) Chairman	Cllr Gordon Sims (GS)	Cllr John Whitlock (JW)
Other Attendees:		
Other	Annie Hazzard (AH) – Clerk / RFO	
Members of Public	0	

Agenda Items		
1.	To appoint a chairman for the ensuing year RESOLVED: to appoint Cllr Marcia Morgan as Chairman following a unanimous vote in her favour.	
2.	To receive and accept apologies for absence None recieved.	
3.	Declarations of Interest: Disclosure by Councillors of their personal interests in regard to matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. None received.	
4.	Dispensation requests None received.	
5.	Minutes of previous meetings: To agree the Personnel Committee minutes of the meeting held on 7 th October 2025. RESOLVED: to agree the Personnel Committee minutes of the meeting held on 7 th October 2025.	
6.	Public questions or comments: Up to 15 minutes (3 minutes per person) will be available for the public to make representations or questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded.	
7.	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.' No members of the public were present.	
8.	To note Employees' Annual Pay Rises in line with NALC Guidelines. See Clerk's report Noted	
9.	Staffing Matters - Confidential - Exclusion of the press and members of the public It was noted that the Clerk's appraisal had taken place. The Clerk advised that the Administrator's appraisal had taken place, and it had been agreed that her hours would increase by 3 to 27 hours per week due to increased workload. The increase is within budget and will be trialled until the end of the year.	
10.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting. None.	
11.	Meeting closed Meeting closed at 14:23	

THE PUBLIC AND PRESS HAVE A RIGHT AND ARE WELCOME TO ATTEND

Date of Next Personnel Committee Meeting

14:00, Monday 27th September 2027

In the Parish Rooms, Lucy Stone Room