



Billinge Chapel End Parish Council

The Public Hall, 216 Main Street, Billinge, WN5 7PE

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Minutes of the Billinge Chapel End Parish Council Personnel Committee Meeting

Held on Monday 22nd June 26 at 6.45 pm

at The Public Hall, 216 Main Street, Billinge, WN5 7PE.

Present:

Cllr M Webster, Cllr S Jennings, Cllr S Rahman, Cllr S Owen, Cllr B Bates

Also in Attendance:

Clerk – Karen Newton

0 members of the public

1. Appointment of Chair for the Personnel Committee

Resolved: Cllr. Malcom Webster was appointed Chair of the Staffing Committee for 2026.

2. Appointment of Vice Chair for the Personnel Committee

Resolved: Cllr. Sarah Jennings was appointed Vice Chair of the Staffing Committee for 2026.

3. Apologies for Absence

No Apologies were received

4. Declarations of Interest and Dispensations

There were no declarations of interest or requests for dispensations in relation to items on the agenda.

5. Minutes of the Previous Meeting

No Minutes from the previous meeting to be approved

6. Public Participation

No members of the public were present. The Chair noted that public participation would be conducted at their discretion in accordance with Standing Orders.

7. Staffing Matters – Confidential/Exempt Items

In accordance with the provisions of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, and Paragraphs 2, 3 and 7 of the Council's Access to Information Procedure Rules, the press and public were excluded from the meeting during consideration of the following items

due to the likely disclosure of exempt information relating to individual employees and personal data.

7.1 Annual Incremental Salary Progression

Members noted that the annual salary increments had been applied in April in accordance with the Council's pay arrangements.

It was noted that:

- The Clerk had progressed to SCP 30.
- The Caretaker had progressed to SCP 3.

Resolved: That the updated spinal column points for both employees be noted.

7.2 Review of Clerk/Administrative Assistant Hours

Members considered the proposal to increase Leanne's contracted hours from 12.5 hours per week to 16 hours per week to support the additional administrative workload associated with hall booking administration, invoicing, payment monitoring and follow-up, and Reading Room supervision.

Resolved: Proposed by Cllr B. Bates and seconded by Cllr S. Jennings that the recommendation to increase Leanne's contracted hours from 12.5 hours to 16 hours per week be referred to Full Council for consideration and approval.

7.3 Permanent Increase in Clerk's Contracted Hours

Members considered the proposal to permanently increase the Clerk's contracted hours from 18 hours per week to 20 hours per week.

Following discussion, Members agreed that the Clerk should remain on the current temporary arrangement of 20 hours per week whilst the revised hours for Leanne are implemented. This would allow the Council to assess the impact of the redistribution of administrative duties and determine later in the year whether any additional hours continue to be required.

Resolved: Proposed by Cllr Webster and seconded by Cllr Rahman that the Clerk remain on the temporary 20-hour per week arrangement pending a further review later in the year.

7.4 Pay Award 2026/27

Members noted that the national pay award is currently expected to be 3.3% and that the award will be implemented once formal notification confirming acceptance of the agreement is received.

Resolved: That the report be noted.

8. Meeting Closed: 19:30

Signed:
Chair to the Council
Date: