

BRANSTON AND MERE PARISH COUNCIL

(Offices at 17a Church Road, Branston, LN4 1FP – clerk@branston-pc.gov.uk)

NOTICE IS HEREBY GIVEN and COUNCILLORS ARE SUMMONED to attend the Personnel Committee meeting of Branston and Mere Parish Council to be held in person at **7.30pm on 4th November 2025 at 17a Church Road, Branston, LN4 1LZ.**

Members of the public are welcome to attend.

Please note this is a public meeting which may be filmed, recorded, and published.

AGENDA

Public Forum
<i>To receive questions and comments from members of the public for a maximum of 15 minutes. Personnel matters cannot be discussed in the public forum.</i>
Council Session
<i>Members are required to declare any personal or prejudicial interests they may have in any matter which is to be considered at this meeting. In addition, any private non-pecuniary interest in a matter to be considered at this meeting should be declared (unless it is insignificant or one which is shared with other members of the public generally as a council taxpayer or an inhabitant of the area).</i>
1. Apologies for Absence and accept valid reasons for absence.
2. Members to declare any personal, prejudicial, or private non-pecuniary interests in matters to be considered at this meeting.
3. To approve as a correct record the notes of the Personnel Committee meeting held on 10 th June 2025.
4. To consider and resolve whether to keep the existing Terms of Reference for the Personnel Committee or to move to the LALC Model document or the edited document which specifies 'delegated authority'. To be taken to council for full council consideration and resolution.
5. To resolve to move into closed session due to the nature of the business to be discussed, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2).
6. To consider staff pay increase in line with budgeted approvals.
7. To review and note current staff hours.
8. To consider current staff annual leave entitlement.

To confirm the date of the next meeting: To be decided.