



## CATTERALL PARISH COUNCIL

**Minutes of the Personnel Committee meeting held on  
Tuesday 2<sup>nd</sup> December 2025 at 8:05pm at Catterall Village  
Hall**

**Present:** Cllrs J Finch (Chair), I Brayshaw, S Kirkman and P Perks.

**In Attendance:** E Millington (Clerk and RFO).

**1. Apologies for Absence**

None.

**2. Declarations of interest and dispensations**

There were no declarations of interest nor any request for a dispensation for any item on the agenda.

**3. Public participation**

At the request of the Chair, councillors **resolved** to adjourn the meeting to allow non-councillors to speak.

At the conclusion of the public participation and at the request of the Chair, councillors resolved to reconvene the meeting.

**4. Exclusion of the press and public**

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960 councillors **resolved** to exclude the press and public to consider confidential employment matters.

**5. Pay award following the clerk's completion of CiLCA**

*In the clerk's employment contract, it states that "Subject to satisfactory performance, you will progress automatically through the range by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2023 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance or the obtaining of the Certificate in Local Council Administration if it chooses to do so."*

The clerk is at the top of the scale range agreed by the council at appointment and completed the Certificate in Local Council Administration (CiLCA) on the 24th November 2025.

The personnel committee **resolved** to make a recommendation to the council to award the clerk an additional scale point.

There being no other business the Chair closed the meeting at 8:20pm.

**Personnel Committee**

**Cllr. I Brayshaw, Cllr. J Finch, Cllr. P Perks and Cllr. S Kirkman**