

**BRIMINGTON PARISH COUNCIL**

Minutes of Brimington Parish Council Employment and Appraisal Committee  
Meeting held on Tuesday 14 January 2025 at 5.00pm

In Attendance: I Callan, P Cawthorne (Vice Chair), D Culley (Chair)

Chairman explained that Councillor I Callan was attending the meeting in place of Councillor I Christian who was unable to attend.

**130/24-25 Apologies for Absence**

Councillor I Christian

**131/24-25 Appraisals**

Appraisal meetings were held with each member of staff.

**Resolved:** For the Clerk to get quotes in for a new website and .gov email domains

**Resolved:** To arrange the purchase of an upright Hoover

**Resolved:** To consider future kitchen refurbishment

**132/24-25 Staff Wages**

The Committee considered the level of staff wages for 2025/26 in relation to the raise in the living wage and the rate of inflation over the last year.

**Resolved:** To recommend to Council that staff wages are raised by 4%

**133/24-25 Clerks Wages and Hours**

The Committee considered the Clerk's review of hours and remuneration for 2025/26

**Resolved:** To recommend to Council that the Clerk's wages be set a scale point 29 at the appropriate rate for 2025/26

**Resolved:** To recommend to Council that the RFO hours be increased from 8 per week to 11 per week in line with the increased work load.

**134/24-25 Other Matters**

The question of high rates of overtime was raised.

**Resolved:** A policy is to be drawn up with immediate effect.

**Resolved:** Over time may be claimed for holiday cover, sickness cover, alarm call outs and large events.

**Resolved:** Any other overtime must be requested in writing and approved by the line manager and then forwarded to the Responsible Financial Officer to process.

There being no other business the Meeting closed at 6.15pm

Signed.....Chair 11 February 2025