



Minutes of Dedham Parish Council

Personnel Committee

7:30pm 26th October 2026

Duchy Barn, Dedham

Attendees: Cllrs Bourn, Beeton, Halsall, Main, Haines,

Present: Clerk: Carol Harbach

26/001 To appoint Chair of Personnel Committee

Cllr Bourn asked for nominations for the Chair of Personnel.

The Chair was voted on and Cllr Beeton was elected Chair of the committee.

26/002 Welcome by the Chairman and apologies for absence received.

Cllr Beeton welcomed everyone to the meeting.

No apologies.

26/003 Councillors to declare any interests relevant to this agenda.

Note; Interests may also be declared at any point in the meeting where they become apparent.

None arose.

26/004 Exclusion of Press and Public: To resolve under section 1(2) of the **Public Bodies (Admission to Meetings) Act 1960** to exclude the press and public due to the confidential nature of the business.

Meeting was closed to the public.

26/005 To undertake initial discussions and review existing and proposed staffing arrangements.

The clerks/RFO contract, job description will be circulated to the new committee. RFO duties are also in the Standing Orders under proper officer section 15 and in the finance regulations.

The clerks' salary is paid under the NJC tables (green book) for the existing Local Council pay scales for Parish and Town Council employees.

Details of this will be discussed at the next meeting.

Proposed staffing arrangements for an admin assistant/grant funding person.

This will be discussed at a further meeting to see if there was a need for an admin assistant for the council.

Next meeting 17th November Duchy Barn 6:30pm.

26/006 Closure of meeting.

Meeting was closed at 8pm

Signed
Cllr Beeton

Dated