

Minutes of the Waltham Parish Council Personnel Committee Meeting held at Waltham Parish Council Office, Kirkgate, Waltham, DN37 0LS on Tuesday 25th August 2026 at 6.30PM

Present: Councillors: Smith (Chairman), Gordon and Lennox.

In attendance: The Parish Clerk.

01:08/26P: **Declarations of Interest:**

- a) To record declarations of interest by any member in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None

- b) To note dispensations given to any member in respect of the agenda items listed below.

None

02:08/26P: **Apologies:**

To receive any apologies from Committee Members not able to attend the meeting.

All members were present.

03:08/26P: **Minutes:**

To approve the minutes of the Personnel Meeting held on Monday 16th March 2026.

RESOLVED: That the minutes be approved as a true record.

Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

RESOLVED: That the public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

04:08/26P: **Staffing Matters:**

To agree recommendations to Full Council regarding additional staff hours.

Date:

Signed:

RESOLVED: That for business continuity purposes during unanticipated staff absences, the Clerk and Cemetery Clerk shall have delegated authority in consultation with the Chair and/or Chair of Personnel to work up to 10 hours per week overtime as required.

The meeting closed at 7.10PM

Date:

Signed: