

## **The Minutes of Ravenfield Parish Council**

### **Staffing Committee Meeting**

Minutes of the Ravenfield Parish Council Staffing Committee meeting held on Thursday 13 November 2025 at 9:13pm in Ravenfield Parish Hall, chaired by the Chairman, Councillor Callear.

**Present:** Councillors B Callear, K Jay, M Jones, D Rowley, and G Needes (Clerk).

**In attendance:** no members of the public were present.

#### **01/25 NON-ATTENDANCE OF COUNCILLORS**

- (a) No apologies received from members of the Staffing Committee. All members were present.
- (b) No reasons for absence to consider.

#### **02/25 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS.**

#### **03/25 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.**

**04/24 PUBLIC PARTICIPATION** – no members of the public present.

#### **05/25 SALARY REVIEW**

The Council noted the 2025–2026 NJC Pay Agreement, reached on 1 August 2025. This agreement is applicable to the Clerk's salary and was applied in the August payment, backdated to April 2025.

- (a) The Staffing Committee meeting **RESOLVED** that the Caretaker's hourly rate of pay should rise in accordance with the national minimum wage increase, commencing 1 April 2025.

#### **06/25 STAFF APPRISAL**

Copies of staff appraisals were circulated to all Parish Councillors prior to the meeting. Councillor Jay recommended that both the Clerk and Caretaker attend safeguarding training, as both regularly interact with members of the public.

**Action:** Clerk to arrange the relevant training. The Council confirmed that the annual budget will continue to include provisions for staff and Councillor training.

#### **07/25 EXCLUSION OF THE PRESS AND PUBLIC**

#### **08/25 CLOSURE OF THE MEETING**

The meeting was closed at 9:19pm.

**Chairman Signed:** \_\_\_\_\_ **Date:** 11 December 2025

Chairman Initial: \_\_\_\_\_ Date: 11 December 2025