



NASH MILLS

PARISH COUNCIL

Minutes

Nash Mills Parish Council Personnel Committee Meeting

Wednesday 28th May 2025 7pm

PRESENT:

Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Lisa Bayley
Councillor Jan Maddern
Clerk – Kim Moore

AGENDA

25/007/PC Establish the facts regarding the holiday entitlement that had been awarded [REDACTED] which were uncovered by the clerk, when updating [REDACTED] files etc. (Emails had been sent to all on this committee on 26.05.25)

Resolved, [REDACTED] had previously been granted leave using the SLCC part-time calculator, which included bank holidays in the calculation but were not deducted from [REDACTED] allocated annual leave allowance historically. [REDACTED] has always been allocated [REDACTED] annual leave allowance in days, which has meant that for each day's leave [REDACTED] has taken, [REDACTED] has been deducted 7.4 hours (as per the SLCC calculator) from [REDACTED] annual leave entitlement even though [REDACTED]

25/008/PC Review the way forward as [REDACTED] has been paid extra holidays, in the past that had been approved by the clerk and not questioned by head of Personnel or Finance.

Resolved, [REDACTED] has not had bank holidays previously deducted from [REDACTED] annual leave allowance, but [REDACTED] has also been using too many hours allocated annual leave per day taken.

25/009/PC Agree the legal entitlement for holidays as of 2025.

Resolved, using the SSLC calculator, [REDACTED] annual leave must be calculated in hours and not days. For 2025/26 [REDACTED] has 98 hours plus 10 hours carried forward from 24/25 (agreed by Chair of Personnel). [REDACTED] therefore, has 108 hours annual leave and will have 20 hours deducted from this for bank holidays taken in 25/26. [REDACTED] can choose to work BH and retain annual leave hours if [REDACTED] wishes. The Personnel Committee will need to convert [REDACTED] contract to an annualised hours contract, if [REDACTED] is agreeable.

25/010/PC Decide the way in which [REDACTED] should be informed.

Resolved, the clerk will meet with [REDACTED] on the week commencing 02/06/25 to discuss.

25/011/PC The subject to be added to the agenda for June meeting but to be discussed privately as sensitive issue.

Resolved, a closed session will be added to the June Full Parish Council agenda.