

**MINUTES OF THE MEETING OF HR COMMITTEE OF EAST LEAKE PARISH COUNCIL
HELD AT THE EAST LEAKE PARISH COUNCIL OFFICES ON TUESDAY 26th MAY 2026
AT 6.45PM**

PRESENT: Cllrs: Eleanor Robinson, Donna Griggs (Chair), Kevin Shaw, Mel Roper, and the Clerk, Sue Lewis.

APOLOGIES FOR ABSENCE: None

DECLARATIONS OF INTERESTS: The Clerk declared an interest in item 25/HR/13

25/HR/012 It was resolved that the public be excluded from the Meeting for consideration of the above item of business pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Mel Roper

25/HR/013 To Discuss Staffing Matters and agree any actions

Following discussion, it was agreed to continue employing a contractor for one day per week, together with additional cover for holidays. This will be reviewed in January 2027

It was also agreed that the Clerk and Assistant Clerk attend a playground inspection course to provide cover during absences.

**Proposed Cllr Donna Grigg
Agreed Unanimously**

Seconded Cllr Eleanor Robinson

6.54pm The Clerk left the meeting for the duration of the next item.

25/HR/013 To Receive outcome of the Job Evaluation Report and agree any actions

The job evaluation reports for both the Clerk and Assistant Clerk concluded that neither post was being remunerated at the appropriate salary level.

RECOMMENDATION

That both the Clerk and Assistant Clerk be paid at the recommended salary level and that the Assistant Clerk's title be changed to Deputy Clerk

**Proposed Cllr Donna Griggs
Agreed Unanimously**

Seconded Cllr Mel Roper

The meeting closed at 7.05pm