



Broughton Town Council

Personnel Committee Minutes

Minutes of the meeting of the Personnel Committee held at 7pm on Monday 2nd July 2026 at the Phil Grundy Community & Sports Centre.

Present: Cllr Harness, Cllr Price (Chair), Cllr Senior & Cllr Simpson.

Also present: Clerk to the Council – Deb Hotson.

1. Apologies for Absence

Apologies for absence from Cllr Taylor.

Cllr Price was elected as Chair.

2. Declaration of Interest

a. To record any declaration of interest in respect of the agenda.

None declared.

b. To note any dispensations given to any member of the Committee in respect of the agenda.

Non-outstanding.

3. To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed.

Resolved – to exclude the public and press.

4. Personnel issues

Staffing

Recommendation to full council

- Handyman approved for up to an extra 5 hours each per week as and when required. Groundman & Building Maintenance Lead roles to be reviewed in October.
- Clerk to look at placing the Paxton fobs on to phones for digital access.
- Clerk to contact BrightHR to extend the contract to the village hall to include all staff and then have all staff on the same contract. Time & motion to be set up at the village hall.
- Once the new HR system is in place the Geofencing can be set, rotas and timesheets in place and reviews instigated as required.
- Village Hall caretaker to receive a back dated pay increase in line with the Centre staff.

5. AOB

No other items raised.

Date and Time of the next meeting

TBA.

The meeting closed at 7.40pm.

Date: 27th July 2026

Signed: