



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

14 January 2026

To: All Members of the Personnel Committee

**YOU ARE SUMMONED TO ATTEND** an ordinary meeting of the **Personnel Committee** to be held on Tuesday 20 January 2026 in the Council Chamber, Town Hall, East Street, Wareham at **14:30 hrs** for the purpose of transacting the business set out in the agenda below.

***Please contact the Town Council office on 01929 553006 if you need any further information on this Agenda.***

Nicola Gray  
Town Clerk

#### **MEMBERS OF Personnel Committee**

Councillor:           K Critchley (Chairman)  
                              D Budd  
                              I Davey  
                              Z Gover  
                              V Green  
                              L Kirk

**20 January 2026 at 2.30pm**

**1. Apologies for absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

**2. Declarations of interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on Tuesday 14 October 2025**

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

**5. Matters arising from the minutes of the last meeting held on Tuesday 14 October 2025**

To consider any matters arising from the previous minutes of the Committee.

**6. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Personnel Committee.

**7. Date of the next meeting**

To note date of next meeting: **Tuesday 14 April 2026 at 14.30.**

**8. Confidential Session**

***At the conclusion of this part of the Agenda, the Chairman will move the following resolution:***

*That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

**9. Staff Update**



**Minutes of a meeting of the Personnel Committee held on 14 October 2025 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm**

**Councillors Present:** Councillors K Critchley (Chair), I Davey (Deputy Chair), D Budd, Z Gover, V green and L Kirk.

**Officer Present:** N Gray, Town Clerk and RFO

**P 013/25-26 Apologies for absence**

There were no apologies for absence.

**P 014/25-26 Declarations of Interest**

There were no declarations of interest.

**P 015/25-26 Public participation time**

There were no members of the public present.

**P 016/25-26 Confirmation of the minutes of the meeting held on 12 August 2025**

The Minutes of the meeting held on 12 August 2025 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 017/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 018/25-26 Any other items the Chairman deems Urgent**

There were no items deemed urgent.

**P 019/25-26 Date of the next meeting**

The next meeting would be held on 20 January 2026 at 2.30pm.

**P020/25-26 Confidential session**

**Resolved:** *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

**P 021/25-26 Staff Salaries**

The Clerk provided a breakdown of the current budget position for staffing and the impact any increase would have on the 2026/27 budget. Members were asked to consider the staff pay scales in line with Standing Orders and in consideration of the levels of pay versus available budget. The Clerk left the room whilst members considered the matter.

It was **RESOLVED** to increase all staff across the board by one scale point, apart from the Administrative Officer, who would be increased to match the Grounds Team SCP level following the recent FILCA qualification she had obtained and the additional work she had absorbed as a result. The increase would take effect from 1 April 2026 and is a separate increase to the National Joint Council pay increase awarded nationally.

Chairman ..... Date .....