



Howden Town Council



Minutes of the Personnel and Grievance Committee meeting held Friday September 12th 2025 at 12pm at Howden Town Council Offices, 17 Bridgegate, Howden, DN14 7AE.

Present: Councillors Drury, Long, Blee

Clerk: S Boggitt

2025-10-PG: Election of Chair.

Councillor Blee nominated Councillor Drury for the position of Chair – there were no other nominations and Councillor Drury accepted. Resolved.

2025-11-PG: Apologies for absence – to receive and accept.

No apologies were received. Noted non-attendance of Councillor Clarke and Coutts.

2025-12-PG: Declaration of Interest –

2025-12.1-PG Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

None.

2025-12.2-PG For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2025-13-PG: Minutes of the meeting held Wednesday April 9th 2025 to agree and approve as a true record.

The minutes of the meeting held Wednesday April 9th 2025 were received and were agreed and approved as a true record.

2025-14-PG: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to exclude members of the public and press.

Motion passed.

2025-15-PG: Staffing. To receive report from the Clerk and agree any actions.

The Clerk reported on how the reduced hours of the Town and Tourism Marketing Officer is working.

2025-16-PG: Staff Pay. To receive notification of the 2025/2026 pay award.

The Clerk reported the NALC pay award for 25/26 had come into effect in August.

2025-17-PG: Job Re-evaluation. To receive report from the Clerk and agree any actions.

Committee agreed to re-evaluate the Clerk's role with ERNLCCA. No cost involved for this process as it is part of the annual package.

2025-18-PG: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to allow members of the public and press.



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Motion passed.

2025-19-PG: Items for next agenda.

Job re-evaluation.

2025-20-PG: Date of Next Meeting: TBC.

The meeting closed at 11.24am.