

Minutes of the Littlemore Parish Council Personnel & Standards Committee Meeting Held on Friday 26th September 2025 at Littlemore Village Hall

Present: Cllrs Susie Aldridge (Chair), Peter George, Lynne Davies, Sadiea Mustafa-Awan , Maggie Willis.

In attendance: Tim Cann (Acting Clerk)

Members of the Public: 0

Meeting opened: 09:30

Public Forum No members of the public present.

PC 10/25 Chair's Welcome: The chair welcomed everyone.

PC 11/25 Apologies for absence: Councillor Hancock – Unwell.

PC 12/25 Declarations of Interest: None.

PC 13/25 Minutes of Previous Meeting

The Committee received and approved as a correct record the minutes of the Personnel & Standards Committee meeting held on Friday 27th June 2025.

PC 14/25 Chairs Update

The Chair informed the committee that she, Councillor George and the Acting Clerk had met, and the acting clerk had agreed to continue until the end of the calendar year if not the financial year. If acceptable to council.

PC 15/25 Review of Salary Procedure and Payment of wages:

The Committee reviewed the draft procedure circulated with the agenda. It was resolved to adopt the draft procedure and that the Acting Clerk is to make the committee aware of any changes of hours beforehand. That the Acting Clerk sends copies of all timesheets to the Committee chair with payslips.

PC 16/25 Review of Co-Option Policy:

It was resolved to seek further legal advice on the matter. The Acting Clerk to write to NALC and Howes Percival, however, the co-options should proceed with the current policy.

PC 17/25 Clerks Update:

- Oxford Living Wage: It has come to the Acting Clerk's attention that two of the staff are not paid the Oxford Living Wage. This is being corrected so that all staff are on the minimum of the Oxford Living Wage.
- Clerk advised Brian, Bill and Judith have been set up to be paid by Direct Debit.
- Ground Maintenance cover, hours & pay – deferred to after Herschel crescent is finalised.
- Playhouse roof Brian started but was told to stop.

PC 18/25 Date of Next Meeting: TBA

CLOSED:11.25AM