

**Minutes of a Meeting of the People Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 24<sup>th</sup> February 2026**

**Present:** Cllrs Hillier-Wheal (Chair), Harris, Toher and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)  
Cllr Daly (Bishopstoke Parish Council)

**Public Attendance:** 1 member of the public was present.

**PPL\_2526\_M03/**

**Public Session**

The Chair welcomed the member of the public who had come to support one of the Bishopstoke Champion nominations.

**11 Apologies for Absence**

11.1 Apologies were received from Cllr Mignot

**12 Motion for Confidential Business**

12.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher that in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public not involved be excluded, and for the record the business be regarded as confidential.

**13 Consideration of nominations for the Bishopstoke Champion Award**

13.1 A memo outlining the nominations for Bishopstoke Champion along with additional comments from had been included with the supporting papers for this meeting.

13.2 The member of the public spoke in support of one of the Bishopstoke Champion nominees.

*The member of the public left the meeting*

13.3 After discussion the Committee agreed on the nominations they would be taking forward to Full Council.

13.4 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously to approve the agreed nomination.

**Action: Clerk – to add discussion of the Bishopstoke Champion nominations to the agenda for the next Full Council meeting**

**14 To adopt as a true record, and sign, the minutes of the People Committee meeting held on 4<sup>th</sup> November 2025**

14.1 The minutes of the above meeting were included with the supporting papers for this meeting. Minute 7.1 had been amended prior to the meeting following a comment from Cllr Toher.

14.2 Proposed Cllr Toher, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the amended minutes of the People Committee meeting held on 4<sup>th</sup> November 2025 be adopted as a true record.

**Action: Clerk and Chair – to sign and publish the minutes and document pack**

**15 Declarations of interest and requests for dispensation**

15.1 No declarations or requests were made.

**16 To receive the Clerk's report on People Committee matters**

16.1 The Clerk's written report had been included with the supporting papers for this meeting and was noted by the Committee.

**17 To review and recommend the People Committee Terms of Reference**

17.1 A memo recommending that no changes are currently needed to the Terms of Reference had been included with the supporting papers for this meeting.

17.2 Proposed Cllr Toher, Seconded Cllr Harris **RECOMMENDED** unanimously that the Terms of Reference for the People Committee be re-adopted unamended.

## **18 To agree arrangements for time off in lieu and overtime limits**

18.1 A memo outlining the options for consideration had been included with the supporting papers for this meeting.

*Cllr Daly left and rejoined the meeting during the discussion*

18.2 After discussion, the Committee agreed to recommend Option 4 with one amendment.

18.3 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheat **RESOLVED** unanimously to amend Option 4, point 1; delete the words “to book time off” from the end of the second sentence.

18.4 Proposed Cllr Winstanley, Seconded Cllr Harris **RESOLVED** unanimously to approve the following recommendations from the Clerk: To implement a soft cap of 1 week of accrued time off in lieu, with further accruals only being permitted once existing hours have been used; that there be no end of year deadline for time off in lieu to be used; that separate records for annual leave and time off in lieu be kept; that contracts be amended to limit permitted overtime to 20% of the working week and that annual overtime totals be targeted to be within 10% of each employee’s working time.

## **19 To review and adopt the Training and Development Policy**

19.1 A memo recommending that no changes are currently needed to the Training and Development policy had been included with the supporting papers for this meeting.

19.2 Proposed Cllr Winstanley, Seconded Cllr Harris **RESOLVED** unanimously that the Training and Development policy be re-adopted unamended.

## **20 To amend and re-adopt the Lone Worker Policy**

20.1 A memo outlining a proposed amendment and a copy of the Lone Worker Policy had been included with the supporting papers for this meeting.

20.2 Proposed Cllr Harris, Seconded Cllr Toher **RESOLVED** unanimously to re-adopt the amended Lone Worker Policy.

**Action: Clerk – Publish the amended Lone Worker Policy**

## **21 Date, time and place for the next meeting**

21.1 The next meeting of the People Committee is scheduled to take place on Tuesday 23<sup>rd</sup> June at 7:30pm at the Parish Office, Sewall Drive. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 16<sup>th</sup> June.

## **22 Motion for Confidential Business**

22.1 Proposed Cllr Hillier-Wheat, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to employees’ remuneration it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**23 To receive confidential reports on People Committee matters**

23.1 The Clerk's confidential reports on People Committee matters had been included with the supporting papers for this meeting and was noted by the Committee.

**24 To conclude the staff appraisal process and agree targets**

24.1 Information on the Officer staff appraisals and targets had been included in the Clerk's Confidential Report.

24.2 Cllr Hillier Wheal will meet with the Clerk to discuss his appraisal targets and then forward the information to the Committee for comment.

**Action: Clerk and Cllr Hillier-Wheal – to arrange a meeting to discuss the Clerk's appraisal and then forward the information to the members of the People Committee**

**25 To make recommendation regarding staff salaries**

*The Admin Officer left the meeting at this point.*

25.1 The recommendations for officers' salaries were discussed.

25.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the salary recommendations be accepted.

**Action: Clerk – to add the salary recommendations to the agenda for the next Full Council meeting.**

*There being no further business, the Chair closed the meeting at 9:00pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_