

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:31pm on 4th November 2025**

- Present:** Cllrs Hillier-Wheal (Chair), Harris, Mignot and Toher
- In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
- Public Attendance:** 0 members of the public were present.

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Public Session

2 Apologies for Absence

2.1 Apologies were received from Cllr Winstanley.

3 To adopt as a true record, and sign, the minutes of the People Committee meeting held on 24th June 2025

3.1 The minutes of the above meeting were included with the supporting papers for this meeting.

3.2 Cllr Toher commented that her apologies had not been included on the minutes. The Clerk agreed to make the amendment.

Action: Clerk – add Cllr Toher’s apologies to the minutes of the meeting held on 24th June before signing and publishing.

3.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Mignot, **RESOLVED** unanimously that the amended minutes of the People Committee meeting held on 24th June 2025 be adopted as a true record.

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

4 Declarations of interest and requests for dispensation

4.1 No declarations or requests were made.

5 To receive the Clerk's report on People Committee matters

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

6 To decide on amendments to the Council's overtime holiday bank scheme

6.1 A memo outlining the suggested amendments to the Council's overtime holiday bank scheme had been included with the supporting papers for this meeting.

6.2 After discussion, the Committee agreed that for the current holiday year Officers could use the TOIL they had accrued before the end of the year and then any hours left would be paid as overtime. The accrualment of TOIL would be discussed at the next People Committee meeting in February to establish a procedure going forward.

6.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Mignot, **RESOLVED** with 2 abstaining, to allow Officers to take any TOIL as holiday before the end of the year and then have any TOIL remaining paid as overtime at the end of the current holiday year.

Action: Clerk – to advise Officers of how many hours of TOIL and holiday that they have left to take during this holiday year and to advise them that any TOIL remaining at the end of the year would be paid as overtime.

Action: Clerk – to add discussion of TOIL for Parish Officers to the agenda for the next People Committee meeting.

7 Date, time and place for the next meeting

7.1 The next meeting of the People Committee is scheduled to take place on Tuesday 24th February at 7:30pm at Bishopstoke Methodist Church. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 17th February.

8 Motion for Confidential Business

8.1 Proposed Cllr Hillier-Wheal, 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.

9 To receive confidential reports on People Committee matters

9.1 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.

10 To discuss current staff workload and amend contracts if necessary

10.1 A memo outlining the reasons and recommendations for the amendments had been included with the supporting papers for this meeting.

10.2 Cllr Hillier-Wheal raised concerns about Officers working alone in the new Parish Office at Sewall Drive as it is more isolated than the previous Parish Office. The Clerk said that a Lone Working Policy was in place but could be reviewed at the next People Committee meeting in February. The possibility of discussing office opening hours at Full Council on Tuesday 11th November was raised. Councillors were aware that this would mean rescinding the decision of Full Council from July and asked the Clerk to advise Committee members of the requirements by email.

Action: Clerk – to add discussion of the Lone Working Policy to the agenda of the next People Committee meeting.

Action: Clerk – to email Committee members outlining the requirements for rescinding the Council’s decision on office opening hours.

10.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RECOMMENDED** unanimously that the recommendations regarding officer contracted hours be accepted.

There being no further business, the Chair closed the meeting at 8:32 pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____