



Bishopstoke Parish Council

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**Members of the People Committee are summoned to attend a meeting on
Tuesday 4th November at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign the minutes of the People Committee meeting held on 24th June 2025
3. Declarations of Interest and Requests for Dispensations
4. To receive the Clerk's report on People Committee matters
5. To decide on amendments to the Council's overtime holiday bank scheme
6. Date, time and place for next meeting
7. **Confidential Business**
8. To receive confidential reports on People Committee matters
9. To discuss current staff workload and amend contracts if necessary

D L Wheal
Clerk to Bishopstoke Parish Council
29th October 2025

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:33pm on 24th June 2025**

Present: Cllrs Hillier-Wheal (Chair) and Winstanley

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.

PPL_2526_M01/

Public Session

1 Apologies for Absence

1.1 Apologies were received from Cllr Harris. Cllr Mignot was absent.

1.2 As there were only two Councillors present the Chair declared that the meeting was not quorate. As such, no business could be conducted.

There being no ability to conduct business, the Chair closed the meeting at 7.34pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Bishopstoke Parish Council

People Committee – Clerk’s Report 04th November 2025

Actions from previous meetings

PPL_2425_M03/13 Regarding the minutes of the meeting on 25th June 2024
The minutes were signed and published.

PPL_2425_M03/14 Regarding the minutes of the meeting on 22nd October 2024
The minutes were signed and published.

PPL_2425_M03/17 Regarding the Committee Terms of Reference
The Terms of Reference were added to the Full Council agenda for 11th March 2025.

PPL_2425_M03/20 Regarding a staff target report
A progress report on staff targets has been included as part of the Clerk’s report going forward.

PPL_2425_M03/20 Regarding training regarding buildings
The Clerk has begun identifying the relevant course for all staff to undertake.

PPL_2425_M03/21 Regarding staff remuneration
The recommendations of the Committee were added to the Full Council agenda for its meeting on 11th March 2025.

Recommendations from previous meetings

PPL_2425_M03/17 Regarding the Committee Terms of Reference
The recommended changes were approved by Full Council.

PPL_2425_M03/21 Regarding staff remuneration
The recommendations of the Committee were agreed by Full Council.

Areas where the Committee has responsibility**Personnel**

No new updates since the last meeting

Priorities

Officers are now pushing forward on various projects whilst ensuring that the day-to-day running of the Council is maintained. Progress can clearly be seen across a number of areas and the response from residents has been positive. The priorities remain ensuring any asset transfers resulting from local government reorganisation and devolution are the right ones, and moving forward with the Glebe Meadow project. As part of the asset transfer proposals, a building survey of the Y-Zone has been conducted and we are awaiting the results.

Sewall Drive allotments are now open and so the focus at Sewall Drive will shift to Stoke Common Cemetery. Elsewhere, the Wheels Park user consultation has been completed and is being fed into the planning of the site. A further public event will take place in early December, led by the contractor – Maverick – before plans are finalised.

The refining of the project brief for the new community building, based on responses from architects, will be discussed at Full Council in November.

Training

As there has been a fair amount of training since the last People Committee meeting, this is detailed in a separate report.

Complaints / Freedom of Information Requests

There have been no complaints received since the last People Committee meeting. One freedom of information request was received regarding the allotments at Underwood Road. This was responded to within the required time. The person making the request did not reply.



People Committee – Training Report

4th November 2025

Clerk

The Clerk completed a three part training course on Project Management facilitated by the Society of Local Council Clerks. The course covered the various stages and process involved in successful project management and briefly demonstrated a variety of software packages designed to assist with the process. The Clerk is currently assessing these packages more deeply to ascertain whether it would benefit the Council to purchase one.

Training was also received on identifying alternative funding sources for projects, both large and small, which should prove beneficial to the Council going forward.

Allotments & Cemeteries Officer

Allotment Management: Tenancy Agreements & Policies

Covering all aspects of site management and policies. It was very useful to hear from other council officers in the country. The course confirmed Bishopstoke Parish Council has the proper procedures in place.

Water Compliance and Legionella Control

The course covered cause, prevention and liability.

Allotment Management: Site Facilities and Health & Safety

This course covered the council's obligations with regards to the allotments. Bishopstoke Parish Council provide excellent facilities for the allotment tenants. Topics covered included water supplies and the use of bonfires on allotment sites.

Cemetery Matters: Looking to the Future

The course covered changing trends such as a move to cremations from full burial and an increase in woodland and natural burials.

Managing Closed Churchyards

This covered the council's responsibilities with regards to closed church yards and the transfer between the church and local authorities. In a nut shell the Church is always better off handing maintenance to a council.

Assets Officer

RPII Play Area Inspection (weekly)

During this one day accredited course with final exam, I learnt about the safety of play areas and the equipment. I was shown how to correctly risk assess equipment and taught what to do to follow up on findings. The course gives you the knowledge to visually check play area sites and the equipment within them, assess dangers and make the decision on when repairs need to be undertaken. This now makes the basis of my weekly checks.

Tree Management: From Roots to Liability

This was an online 90 minute session explaining the importance of looking after the trees which we have under our care. I learnt how to keep on top of tree maintenance to avoid any incidents and possible liability claims, which are often very complex. We already have a tree survey every 15 months (which is more than they suggest is necessary) but ensures that we are following guidelines to avoid putting ourselves at risk.

Admin & Events Officer

Getting People Engaged with your Social Media Content

This course explained about how getting people to engage with your posts can help increase your reach on social media. It's not always just about getting people to like posts but to get them to engage ie comments. The course leader went through how the algorithms worked and the best ways to push your posts further up people's feeds. She explained that it is important to get the balance between what you want to tell them and what they want to hear – not always possible! Find out ways you can help them ie local information, hints and tips, what's on in the local area. It is also important to have images with your post. Photos of the local area will catch people's interest as it is familiar to them. Pictures of people also help to put faces to the Parish Council, make it a bit more personal and harder to be negative. Asking for comments on posts helps engagement – obviously these posts need to be carefully selected – and quizzes or historical facts can also help increase engagement. Ideally you should post 2-3 times a week but at least once a week.

Managing Comments on Social Media

This course concentrated on dealing with positive and negative comments on social media. You should never respond to negative comments online, take it offline with a set response. An important point is to set ground rules for your Facebook page. They can be pinned to the top of the page or included in Bio. The course leader went through how to stop any comments and also how to block certain people. You can also have set responses for negative comments eg
 “Thank you for your comment. Unfortunately we cannot answer your query on Facebook, please email

On Facebook and Instagram you can set words that, if included, will immediately block a comment. It is also important to like positive comments and give a reply if needed. If there are frequently asked questions you could consider pinning some FAQs to the top of the Facebook page.

Starting Out with Social Media: Tools, Tips and Techniques

This course explained what social media can be used for and the most common platforms used. It went through the best way to set up your page, who might be looking at it and what they want to see and the best ways to engage people. We were shown how to use the Tools available; Meta business suite, how to schedule posts and the analytics.

The top tips were:

- Have a strategy/plan
- Spark engagement.
- Take negativity offline
- Create content and schedule
- Don't aim for perfect – you need to sound human!
- Post consistently – at least once a week.
- Post content your audience wants to see.
- Video content is essential – it can be a reel/video of photos.

How To Use Graphic Design Software - Canva

The course went through how Canva can be used to design posters, Facebook posts, Instagram posts and stories, newsletters and almost anything else. There are standard templates and graphics – paying for the premium package was recommended but not essential. We were taken step by step in designing a poster for notice boards and a more interactive version that could be used online. You can have a brand kit which takes colours from logos and images you can upload. You can also upload videos and photos to be used in posts or to create a video – lots of different effects. There is an AI tool that can design templates and graphics for you.

People Committee – 4th November 2025

Item 05 – Overtime Holiday Bank Scheme

As a flexible employer, Bishopstoke Parish Council allows employees to vary (within reason) their working hours. Employees are also permitted to work additional hours over a period of time in order to use those hours for additional holidays.

The Council has agreed that during the course of a holiday year (1st Jan – 31st Dec) an employee may “bank” up to an additional two weeks of holiday time.

Officer contracts allow for up to one week of holiday to be carried forward to the following year, with the Committee having discretion to permit more if requested.

The Committee is now asked to consider whether officers may be permitted to “withdraw” hours from the bank. This may be because as the year progresses an officer feels they are not able to use the built up holiday hours, or because the officer now feels they would benefit more from the pay associated with those hours worked rather than the holiday time they could be used for.

The Committee may also wish to consider amending the amount of holiday that can be carried forward to the following year without needing to make a special request.

There are implications for the Committee to consider in all cases. If the Committee decides no change is needed to the system, and withdrawal of hours is not permitted, then it may be that officers would need to take a disproportionate amount of holiday towards the end of the year or risk losing it (holiday hours that are not used or carried forward are lost); if withdrawal of hours is permitted then there may be a larger than expected payroll expense towards the end of the calendar year, which could also potentially impact any budget monitoring or planning that had been done, and finally if more hours are permitted to be carried forward then there would be more holidays taken during the following year.

The least impactful option would be allowing additional hours to be carried forward. It could be argued that this can already be done, but the presumption at the moment is such requests are normally only permitted in special circumstances whereas this change would provide this opportunity to all employees without the need for future Committee decisions.

The potential financial impact of allowing withdrawal, whilst not insignificant, is not expected to cause major disruption to the Council's financial planning. As there are only two weeks of holiday permitted to accrue in the bank, a maximum of two weeks could be withdrawn, and the Council will have already benefited from work done to earn those hours.

The biggest impact would probably be felt if staff either had to take additional holiday towards the end of the holiday year, or lose those hours altogether. Projects could be delayed in the former case, and morale could be impacted in the latter.

The recommendations of the Clerk are as follows:

That the Committee RESOLVE to allow up to one week of banked hours to be converted back to paid time.

If the Committee decides to not allow withdrawal of hours, then the Committee RESOLVE to amend the standard contract to permit up to two weeks of holiday, rather than one, to be carried forward to the following year.

Clerk's Note: The Committee has delegated authority to amend contracts and working conditions on behalf of the Council so this would be a resolution rather than a recommendation.