



**NEW WALTHAM**  
PARISH COUNCIL

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# MINUTES

## PERSONNEL COMMITTEE MEETING

26 November 2025 – 12noon – Pavilion Hall

Item No	Discussion
001	<p><b>To review NWPC employee related documents/policies</b></p> <p>The following documents were reviewed, updated and agreed:</p> <ul style="list-style-type: none"><li>• Bereavement Policy</li><li>• Equal Opportunities Policy</li><li>• Health &amp; Safety Policy</li><li>• Harassment Policy</li><li>• Lone Working Policy</li><li>• Disciplinary Policy &amp; Procedure</li></ul>
002	<p><b>To create a training plan for each employee (to include Health and Safety).</b></p> <p>Training Matrix was drafted for employees – ongoing working document. More clarification is needed re who responsibility it lies with to chase/ update and book.</p>
003	<p><b>To review employee contracts and job descriptions.</b></p> <p>Employees contracts and JD's were reviewed.</p>

<b>004</b>	<b>Any other business</b>  It was suggested that Caretakers be offered 3 extra hours paid for maintenance of play area foliage inside area. Personnel to consult with Caretakers.