



SANDGATE PARISH COUNCIL
Minutes of the Personnel Committee Meeting held on
Monday 1st June 2026

Present: **Chairman** **Cllr Gary Fuller**
 Councillors **Michael Fitch, Simon Horton, Tim Prater and Guy Valentine-**
 Neale
 Clerk **G Thomas**

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting. No members of the public attended. The meeting started at 5.30pm.

1. **Election of Chair-** Councillor Gary Fuller was proposed as chair
Proposed by Councillor Tim Prater
Seconded by Councillor Simon Horton
2. **Apologies for absence-** there were none
3. **Declarations of Interest** – there were none
4. **Minutes of the last meeting** – it was noted that these could not be located
5. **Review and adoption of appropriate HR Policies**

It was noted that the Human Resources policies published on the Council's website had been reviewed and were generally considered fit for purpose. However, members identified two policies that would benefit from amendments to their format and the inclusion of additional provisions to improve clarity and completeness.

It was therefore agreed that all policies, in their current form, be approved. The proposed amendments to the two identified policies would be drafted and circulated electronically to members of the Personnel Committee for review and approval. Subject to the Committee's agreement, the revised policies would then be referred to Full Council on 1 June 2026 for formal adoption.

Proposed by: Cllr Simon Horton
Seconded by: Cllr Tim Prater
Agreed by all –

6. **Correspondence** – there was none.
7. **Information** – there was no further information.
8. **Date of next meeting** – to be decided

Signed by the Personnel Committee Chairman.....Date.....