



Staffing Committee Meeting Minutes for Thursday, September 25, 2025.

Present: Alison Sercombe, Toby Newman, Paul Gregory

Officer: Ast Clerk

Members of the Public:0

The meeting opening at 19:30 and closed at 19:50

Item	Action
#14/25-26 APOLOGIES FOR ABSENCE Cllrs Barrett & Street	
#15/25-26 DECLARATIONS OF INTEREST None	
#16/25-26 TO RECEIVE MINUTES From Staffing Committee on 21st May 2025 – previously circulated. Were approved by the Committee and duly signed by the Chairman as a true record of the meeting.	
#17/25-26 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS From Staffing Committee on 21st May 2025 – none	
#18/25-26 REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES <ul style="list-style-type: none">i. Staff membersii. Councillors OALC training sessions available as needed.	
#19/25-26 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED Proposed by Cllr Gregory, seconded by Cllr Newman, approved unanimously by members.	
#20/25-26 TO DISCUSS CONTINUED RECRUITMENT FOR A NEW CLERK/RFO Following interviews the Chair presented a proposal to the Committee. Preferred candidate to be offered the 30 hours Clerk/ RFO role. SCP 25 prorated, reviewed after 6 months. Start date TBC. Locum Clerk to support on a consultancy basis, 10 hours a week for 6 months, at a rate of £30 per hour, to be invoiced. Work to include policy updates, file cleansing and mentoring new Clerk/ RFO.	

Ast Clerk- job description to be reviewed and acting up payment to be made permanent (SCP24 pro rated). Contracted hours to increase to 15 hours for an initial 6 months.

Balancing Business to continue with bookkeeping, accounts & payroll and invoicing hours.

Agreement to purchase two new laptops for the Clerk & Ast Clerk (Locum Clerk to use initially). Quote from CloudyIT for 2 new laptops presented and accepted.

#21/25-26 TO RECIEVE UPDATES ON STAFFING

#22/25-26 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION
None

#23/25-26 ITEMS FOR INFORMATION None

#24/25-26 DATE OF NEXT MEETING To be confirmed