



## Staffing Committee Meeting Meeting Minutes for Monday, January 12, 2026.

**Present:** Toby Newman, Richard Barrett, Alison Sercombe, Paul Gregory

**Officer:** Clerk & Asst Clerk

**Members of the Public:** 0

**The meeting opening at 19:30 and closed at 20:15**

Item	Action
#25/25-26 <b>APOLOGIES FOR ABSENCE</b> Cllr Street	
#26/25-26 <b>DECLARATIONS OF INTEREST</b> None	
#27/25-26 <b>TO RECEIVE MINUTES</b> Receive minutes from the Staffing Committee meeting held on 25th September 2025 – <a href="#">previously circulated</a> . Were approved by the Committee and duly signed by the Chairman as a true record of the meeting.	
#28/25-26 <b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> From Staffing Committee on 25th September 2025 – none.	
#29/25-26 <b>TO RECEIVE AN UPDATE FROM CLERK</b> <ul style="list-style-type: none"><li data-bbox="384 1317 1310 1420">i. 2026 NJC pay award increase is not yet confirmed. Once confirmed, to be applied and backdated as appropriate, effective 01.04.2026 for the Clerk and Assistant Clerk- Noted</li><li data-bbox="384 1435 1310 1538">ii. Proposal to continue to align the <a href="#">Oxford Living Wage</a> to the Grounds Maintenance Operative's hourly rate, effective from 01.04.2026- Noted &amp; approved</li><li data-bbox="384 1554 1310 1621">iii. Personal Development Reviews (PDR's) being booked in. Chair to complete Clerk &amp; Asst Clerk, Clerk &amp; Asst Clerk to complete GMO's.</li></ul>	
#30/25-26 <b>REVIEW OF RECENT LEARNING &amp; DEVELOPMENT OPPORTUNITIES</b> <ul style="list-style-type: none"><li data-bbox="363 1756 1310 1823">i. Staff members- Clerk continuing to attend various training as part of Induction and development.</li><li data-bbox="363 1839 1310 1939">ii. Councillors- New councillors to be booked onto Roles &amp; Responsibilities session. Clerk to organise. Planning Update meeting 28.01.2025, Cllr Newman &amp; Thomas to attend, already booked.</li></ul>	

12 January 2026

Signed:

Date:

iii. [OALC training](#) sessions available as needed. Book via Clerk

**#31/25-26 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF ITEMS TO BE DISCUSSED (Openness of Local Government Regulations 2014)** Approved unanimously by members.  
Start 7.43pm

**#32/25-26 TO RECEIVE UPDATES ON STAFFING**

i. Clerk- 3 months of 6-month probation progress update. Locum Clerk mentoring continuing. Maternity Leave from July 2026 (TBC), discussed maternity cover plan. 5-month probation review early March 2026.

ii. Assistant Clerk to continue to support with additional hours as and when needed.

iii. Locum Clerk- Support going well. Approved to add onto Authorised Signatories for each Bank Account/ Savings Account, Asst Clerk to organise.

iv. Grounds Maintenance Operatives- update. Engage Occ Health support as needed. Clerk to organise.

v. Newsletter Editor- will continue for another 12 months and then review.

**#33/25-26 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**  
None

**#34/25-26 ITEMS FOR INFORMATION** None

**#35/25-26 DATE OF NEXT MEETING** To be confirmed.