

Staffing Committee Meeting
Monday, 1st June 2026, 18:00
DRAFT Minutes

Present: Alison Sercombe (Chair), Toby Newman (Vice Chair), Councillors Paul Gregory and Richard Street

In attendance: Locum Clerk and Asst. Clerk

Alison Sercombe welcomed everyone.

#1/26-27 Election of Chair: Cllr Newman proposed and Cllr Gregory seconded Alison Sercombe as Chair. The Committee unanimously elected and Alison Sercombe accepted the role of Chair of the Staffing Committee.

#2/26-27 Election of Vice Chair: The Chair proposed Toby Newman and Cllr Street seconded Toby Newman as Vice Chair. The Committee unanimously elected and accepted the role of Chair of the Staffing Committee.

#3/26-27 Apologies for absence: Richard Barrett

#4/26-27 Declarations of interest/Dispensations: None

#5/26-27 Minutes from the Staffing Committee meeting of 07.05.2026: The minutes of the Staffing Committee meeting of 07.05.2026 were agreed and duly signed.

#6/26-27 Public participation & questions (maximum of 30 minutes in total 5 minutes per person): No members of the public were present.

#7/26-27 Outstanding Actions: There is one outstanding PDR.

#8/26-27 Update from the Locum Clerk/Assistant Clerk

- i. 2026-2027 NJC Pay Review – still awaiting

#9/26-27 To Review Learning and Development Opportunities for Officers and Members

- i. The Locum Clerk will be attending the SLCC Course “The Supportive Manager” on 12.06.2026.
 - a. The Council asked the Locum Clerk to arrange a Roles and Responsibilities course for Cllrs Brooks, Wolstenholme and Fox as well as any training courses in line with the committees on which they sit.

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- #10/26-27 Expenses Policy:** The Council resolved the Expenses Policy for reflecting the new HMRC mileage rate of 55p/mile for the first 10,000 miles as of 06.04.2026. Any previous mileage claims will be backdated to 06.04.2026. The Committee resolved for this to be reviewed by Full Council on 01.06.2026.
- #11/26-27 Correspondence:** None
- #12/26-27 Items of information without decision:** None
- #13/26-27 DATE OF NEXT MEETING:** To be confirmed
- #14/26-27 To Resolve to Exclude the Public and Press from the Meeting Due to Personal and Confidential Nature of Business to be Transacted:** The Council resolved for the following agenda items to be transacted in a closed session.
- #15/26-27 To Consider Progress of Disciplinary Investigations and Determine Next Steps:** The Council resolved next steps.
- #16/26-27 To Consider Staff Remuneration:** The Council resolved to reward an employee for exemplary contribution to the Council and the village.

The meeting closed at 18:50.