

Staffing Committee Meeting
for
Wednesday, 14th October 2026, 18:30
DRAFT Minutes

Present: Alison Sercombe (Chair) and Councillors Toby Newman and Richard Barratt

In attendance: Locum Clerk and Asst. Clerk

- #56/26-27 Apologies for absence:** Cllrs Richard Street and Paul Gregory
- #57/26-27 Declarations of interest/Dispensations:** None
- #58/26-27 Minutes:** The minutes from the Staffing Committee meeting of 24.08.2026 were agreed and signed.
- #59/26-27 Public participation & questions:** No members of the public were present.
- #60/26-27 Outstanding Actions:** There is one outstanding PDR, but this is due to be carried out following the Staffing Committee meeting in November.
- #61/26-27 Updates from the Locum Clerk/Assistant Clerk:** The NJC pay award has been agreed and completed.
- #62/26-27 To Review Learning and Development Opportunities for Officers and Members:** The Locum Clerk is working to schedule the Roles and Responsibilities course for Cllr Buttress and a planning course for Cllr Fox.
- #63/26-27 Grounds maintenance tools:** The Committee resolved the following:
- i. Not to purchase a shredder
 - ii. To check the location of the pole pruner and if not found, purchase a new one
 - iii. Purchase an aluminium landscape rake
 - iv. Have all petrol products professionally serviced
 - v. Purchase high vis waterproof trousers with the WPC logo on them
 - vi. Check with the groundsmen regarding the location of the wellies issued
 - vii. Not to purchase any further accessories for the leaf blower

The Committee would like all tools stored in the lock up at the end of the day.

The Committee would like the groundsmen to use WPC tools only.

- #64/26-27 Storage container for grounds maintenance:** The Committee asked the Locum Clerk to enquire with a local architect regarding simple plans for the container application.

- #65/26-27 Staff phones:** The Committee resolved for the Locum Clerk to purchase either iPhone 14 or Google Pixel 8a for the Clerk and groundsmen and proceed with the Aerial business plan at a cost of £9/phone for 36 months.

The Committee would like to ensure there is a mobile phone policy, even if

Staffing Committee Meeting
for
Wednesday, 14th October 2026, 18:30
DRAFT Minutes

it is part of the IT policy.

#66/26-27 **Correspondence:** None

#67/26-27 **Items of information without decision:** None

#68/26-27 **DATE OF NEXT MEETING:** The Committee would like to investigate moving the meeting of the 16th November 2026 to the 18th November.

#69/26-27 **Confidential items:** The Committee resolved to exclude members of the public from the following items due to their confidential nature.

#70/26-27 **Newsletter editor:** The Committee resolved to delegate the selection of the newsletter editor to the Chair and Assistant Clerk. It was noted that the editor will be a contractor and not an employee. The Committee would like the current newsletter editor to sit in on the interviews.

#71/26-27 **Employee contracts:** The Committee has no updates to contracts but would like the Locum Clerk to clarify any employee queries in writing.

The meeting closed at 7:10pm.