

Staffing Committee Meeting
for
Monday, 24th August 2026, 9:30am
DRAFT Minutes

Present: Alison Sercombe (Chair) and Councillors Richard Street and Richard Barratt

In attendance: Locum Clerk and Asst. Clerk

- #40/26-27 Apologies for absence:** Paul Gregory and Toby Newman
- #41/26-27 Declarations of interest/Dispensations:** None.
- #42/26-27 Minutes:** The minutes from the Staffing Committee meeting of 05.08.2026 were agreed and signed as a true record.
- #43/26-27 Public participation & questions (maximum of 30 minutes in total 5 minutes per person):** No members of the public were present.
- #44/26-27 Outstanding Actions:** There is one outstanding PDR, but this should be completed in a timeframe of around 3 months.
- #45/26-27 Updates from the Locum Clerk/Assistant Clerk:**
i. 2026-2027 NJC Pay review – still waiting
- #46/26-27 To Review Learning and Development Opportunities for Officers and Members :**

i. Pending co-options in September, the Locum Clerk will look at courses for any new councillors.
- #47/26-27 Staff phones:** The Council resolved to proceed with mobile phones for all staff. The Assistant Clerk has abstained from having a phone and the Committee accepted. The Locum Clerk will investigate phones and plans.
- #48/26-27 Grounds and maintenance operatives (GMO) uniform:**
i. The Committee resolved to proceed with the following for each GMO:
a. 3 polo shirts
b. 2 fleeces
c. 1 x cargo trousers
d. 1 x cargo shorts
e. 1 x high vis waterproof trousers
ii. The Committee resolved to purchased 10 baseball caps for the groundsmen and volunteers
iii. The Committee resolve a cost for the above of up to £500.
- #49/26-27 Correspondence:** None
- #50/26-27 Items of information without decision:** None
- #51/26-27 The Committee resolved to exclude the public and press from the**



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meeting due to personal and confidential nature of business to be transacted.

- #52/26-27 To have an update on Disciplinary Investigations:** A meeting was had and the Disciplinary was concluded. The employee has returned to work.
- #53/26-27 To have an update on employee objectives:**
- i. The Locum Clerk will assist the GMOs with their objectives.
 - ii. The Assistant Clerk has completed all objectives.
- #54/26-27 To consider Locum Clerk contractual arrangements:** The Committee resolved to pay the Locum Clerk mileage for travel to the office. Time worked will be either time in the office or at home.
- #55/26-27 DATE OF NEXT MEETING:** The date of the next meeting was confirmed as Monday the 16th November 2026 at 6:30pm in the Parish Office.