

Minutes of the Staffing Committee meeting held on the 5th March 2026 at 9:30 am via Zoom

In attendance: Cllr K Wilkins (Chair), Cllr K Applegate, Cllr L Britt

Clerk: Mrs C Dickson

1. Apologies for absence

None.

2. Declarations of interest

None received.

3. Minutes of the last meeting

The minutes of the meeting held on the 16th October 2025 were APPROVED and signed by the Chair.

4. To consider a draft Training Policy

The Clerk submitted a draft Training Policy. A few amendments were made to separate the training needs of staff, councillors, and volunteers.

The Clerk will circulate to members of the Advisory & Scrutiny Committee for comment. If none are received it will be considered at the next full Council meeting.

5. To consider a Land Management proposal to make the role of the Maintenance Operative permanent

The committee considered a document from Land Management and the Clerk recommending the MO is employed on a permanent basis.

A lot of Clerk time has been saved by the MO being able to just get on with maintenance and repair work without the need for 3 quotes for the work.

The target hours per week is 14, the equivalent of around 60 hours per month. He is currently working an average of 12 hours per week but will be working more over the summer to keep up with the litter around the village. This flexibility suits both the MO and the Council.

The Committee was in agreement with the recommendation from Land Management to make the role of the Maintenance Operative permanent at 60 hours per month. The Clerk is the line manager.

The holiday cover that has been arranged by the MO is working well.

[Cllr Wilkins left the meeting due to connection issues]

6. To receive an update on the staffing salary payment review – Cllr Britt

Cllr Britt has checked the salary calculations, payslips, and HMRC data. No problems were found.

7. The meeting was closed under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:

a) Update on staff appraisals

The Clerk updated the committee on the staff appraisals undertaken in August and November. Both Deputy Clerks were recommended for a scale point increase.

b) To update on staff hours worked

The Clerk has 3.5 hours flexi accrued and 15.5 hours holiday remaining.

The Deputy Clerk (RM) has no flexi accrued and 3.76 hours holiday remaining.

The Deputy Clerk (CW) has 6.5 hours flexi accrued and 12.5 hours holiday remaining.

The Maintenance Operative has 15 hours flexi accrued and 9.5 hours holiday remaining.

All staff are managing their work within their contracted hours. Flexitime is working for those members of staff who use it.

8. Items for next Agenda

None received.

9. Date of next Meeting: 3rd September 2026 at 09:30.

Signed: Date: