

Minutes of a meeting of
Staffing Committee
Held on Wednesday 16th July 2025
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Masseron, Montgomery & Peer

Attending: B Winton (Clerk)

25/SC/28 Public Questions

28.1 There were no public questions.

25/SC/29 Apologies and declarations of Members' Interests

29.1 There were no absences for the meeting.

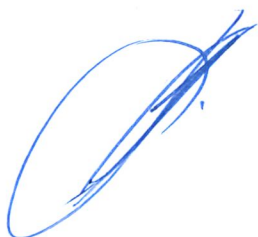
Members noted that Cllr Tatla had been elected Chair of the Council at the meeting on 28th May and therefore, in accordance with Standing Orders, was no longer permitted to sit on the Staffing Committee.

29.2 There were no declarations of members' interests.

25/SC/30 Minutes of Previous Meetings

30.1 The minutes of the committee meetings on 21st May 2025 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously



32.2 Clerk's Annual Appraisal

Cllr James and the Clerk had conducted the Clerk's Annual Appraisal on Tuesday 1st July (with Cllr Tatla in attendance), and a copy had been circulated to members of the committee.

It was agreed that the document would be amended for the next appraisal cycle to include a general summary of overall performance.

Members **AGREED** to endorse the Clerk's appraisal.

Members gave the Clerk a vote of thanks for his efforts and performance over the last year.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to amend the appraisal form to include a general summary of performance for the year

25/SC/33

Training & Development

33.1 Training since last meeting

- 2 staff have continued their ILCA training courses
- 1 Councillor attend 'Local Council Finance' – 02/07/2025
- 1 Councillor booked on to 'Chairing Skills' – 08/07/2025
- 1 Councillor booked on to 'Handling Challenging Individuals' – 16/07/2025

33.2 Future Training

- 1 Councillor is booked on a NALC 'Chairing Skills' course
- 1 Councillor is booked on a NALC 'Planning for the future' course
- 1 Councillor is booked on a NALC 'Local Council Governance' course

33.3 Clerk's Training

- The Clerk was awaiting the results of his first set of assignments for his Level 4 Community Governance course
- A final set of assignments was due in October
- The Clerk had indicated to the Chair during his appraisal that he did not wish to continue to Level 5 as the course moved towards theory and he was more interested in the practical