

Minutes of a meeting of
Staffing Committee
Held on Wednesday 20th May 2026
At School Green Centre commencing at 19.30

Present: Cllrs L James (Chair), Z Matic, I Montgomery & D Peer

Attending: B Winton (Clerk)

26/SC/10 Public Questions

10.1 There were no public questions.

26/SC/11 Apologies and declarations of Members' Interests

11.1 Apologies for absence

There were apologies from absence from Cllr Masseron

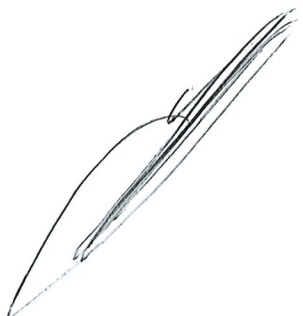
11.2 Members' declarations of pecuniary interests or related person interests.

There were no declarations on interests.

26/SC/12 Minutes of Previous Meetings

12.1 The minutes of the committee meeting held on 21st January 2026 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously



12.2 Actions and Matters Arising

There were the following matters arising:

25/SC/32.1 Clerk to pursue Internship options for 2026

The Clerk had not pursued this. It was agreed that due to the staff changes expected over the next few months this should be deferred until 2027.

25/SC/38.3 Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems

It was agreed to include the Media and Communications Officer in the working party.

ACTION – Clerk to arrange an IT Working Party meeting

26/SC/4.1 Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting

This had been done and approved at Full Council minute 26/8.1

26/SC/4.3 Cllr Matic and Clerk to implement a staff survey

This was on the agenda at Item 15.

26/SC/5.1 Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting

This had been done and approved by Full Council minute 26/7.1

26/SC/6.1 Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda

This had been done and approved by Full Council minute 26/6.1



26/SC/13

General Review of Staffing

- 13.1 A verbal report on staffing matters and structure by the Clerk

The Clerk provided a verbal update on staffing within the council. The Clerk had arranged appraisals for his direct reports.

Members **NOTED** the Clerk's Report.

- 13.2 The Front of House Supervisor Role

It was agreed that the Customer Care Team Supervisor should be re-titled as Customer Care Team Manager. There would be no change in the salary range.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: 3 for and 1 against

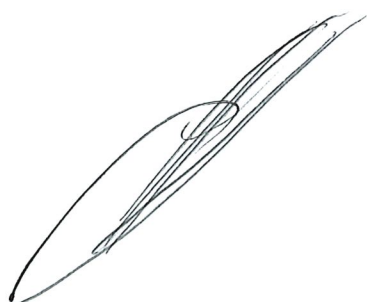
ACTION – Clerk to notify the member of staff of the change of role title

Responsibility for HR administration (not line management) was discussed but no decision will be taken on this subject until the new Deputy Clerk has been appointed and is in post.

- 13.3 Changes to the Staffing arrangement for café

The Clerk advised that a process was underway to reduce the staffing levels in the café including reducing to only two staff except on the busiest days and continuing late opening on single manning. The initial approach will be to achieve reductions through collective agreement, but some redundancy may be necessary. Café staff had been advised that the process was underway.

ACTION – Clerk to report on the process of reducing total café hours at the next meeting of the committee



26/SC/14**Staff Recruitment**

- 14.1 Members discussed the recruitment process for
- Deputy Clerk
 - Community Engagement & Events Officer
 - PT Youth Worker

The Clerk set out the timetable for recruitment and where he proposed to advertise for each post.

Members agreed to the recruitment process for the three roles.

ACTION – Clerk to initiate recruitment process for Deputy Clerk, Community Engagement & Events Officer and PT Youth Worker

It was agreed that the Media & Communications Officer would not be in the line management chain for the Community Engagement and Events Officer and would continue to report directly to the Clerk.

ACTION – Clerk to inform the Media & Communications Officer

26/SC/15**Staff Survey**

- 15.1 Members discussed the draft staff survey questions and asked the Clerk to assure staff that any concerns raised will be acted upon.

The survey will be conducted via MS Forms to preserve anonymity of responses.

The Clerk would issue next week with responses due by 3rd July which will allow the results to be presented to the next Staffing Committee meeting and subsequently shared with staff. Staff would be encouraged to participate in the process and identifying how to address any concerns that arise.

Members agreed to the undertaking of the Staff Survey.

ACTION – Clerk to initiate the Staff Survey

26/SC/16**Training**

- 16.1 Training provided since last meeting:
- One Councillor - Updates on Planning
 - Two Officers - Procurement Training
 - One Councillor - Knowledge and Core Skills

- One Officer - Introduction to CiLCA
- Two Councillors and One Officer - Future Leaders – Attracting Young Talent to Parish Councils
- One Officer – Introduction to VAT
- Three Officers – IoSH Health & Safety at Events
- One Officer – Introduction to Pitch Maintenance

Future courses booked:

- One Councillor - Knowledge and Core Skills 18-6-26
- One Councillor - Introduction to Planning 9-6-26
- One Councillor - Introduction to Local Council Finance for Councillors 8-7-26
- One Councillor - Writing Grant Applications and Sourcing 21-5-26

Members noted the training update

- 16.2 The Clerk asked members to consider if he could undertake Foundation level Prince2 training to assist in major project planning.

This will be reviewed at a future meeting.

26/SC/17

Staff Security Matters

- 17.1 Staff Security

The Clerk advised that there had been no incidents involving the security of staff since the previous meeting.

- 17.2 Anti-Social Behaviour

The Clerk advised that there had been no incidents of anti-social behaviour at council locations since the previous meeting.

26/SC/18

Communication

- 18.1 The Clerk advised that the Employment Rights Act 2025 is expected to take effect from 1st October 2026. The main change is that the qualifying period for unfair dismissal drops from two years to six months.

26/SC/19

Date of Next meeting

- 19.1 The date of the next meeting was the Wednesday 15th July 2026

The meeting ended at 20.45

Summary of Actions

25/SC/38.3	Clerk to arrange an IT Working Party meeting	Clerk
13.2	Clerk to notify the Customer Care Team Supervisor of the change in title to Customer Care Team Manager	Clerk
13.3	Clerk to report on the process of reducing total café hours at the next meeting of the committee	Clerk
14.1	Clerk to initiate recruitment process for Deputy Clerk, Community Engagement & Events Officer and PT Youth Worker	Clerk
14.1	Clerk to inform the Media & Communications Officer regarding the change to the proposed line management structure	Clerk
15.1	Clerk to initiate the Staff Survey	Clerk

