

Minutes of a meeting of
Staffing Committee
Held on Wednesday 21st January 2026
At School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk)

26/SC/1 Public Questions

- 1.1 There were no public questions.

26/SC/2 Apologies and declarations of Members' Interests

- 2.1 Apologies for absence
- There were no absences.
- 2.2 Members' declarations of interests.
- There were no declarations on interests.

26/SC/3 Minutes of Previous Meetings

- 3.1 The minutes of the committee meeting held on 12th November 2025 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

- 3.2 Actions and Matters Arising

 There were the following matters arising:

- 25/SC/31.2 Clerk to add Terms of Reference to the agenda of the next meeting

 This was on the agenda at Item 6.1

25/SC/32.1 Clerk to progress arranging an internship for summer 2026

The Clerk advised that there was a weeklong school placement arranged for 22-26 June (4th year of hosting a secondary school student) and he was waiting to hear about a potential placement for a mature student two days a week for a six-week period as their original placement had fallen through.

Members confirmed that we would be looking for a student considering a potential career in the public sector for any internship in the summer.

ACTION – Clerk to pursue Internship options for 2026

25/SC/38.1 Chair and Clerk to develop a Members-Officers Protocol for consideration by Full Council

This was on the agenda at Item 5.1

25/SC/38.1 Clerk to seek additional guidance from WBC Monitoring Officer

This was on the agenda at Item 5.1

25/SC/38.2 Clerk to develop a long-term staffing plan

This was on the agenda at Item 4.1

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

This had not yet been arranged

ACTION – Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems

26/SC/4

General Review of Staffing

4.1 Long-Term Staffing Structure

Members discussed a paper circulated by the Clerk setting out four new potential roles required to increase capacity within the team providing increased resilience, ensures the staffing level is commensurate with the operational needs of the council and enables future expansion.

If approved, these roles would be phased in to manage the financial impact (all four roles would cost an additional £124,000 per annum).

Members agreed to recommend the proposals to the Full Council.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting

4.2 A verbal report on staffing matters and structure by the Clerk

The Clerk provided a verbal update on staffing within the council.

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

4.3 Staff Survey

It was agreed that Cllr Matic and the Clerk would work to develop and conduct an anonymous staff survey.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Cllr Matic and Clerk to implement a staff survey



26/SC/5

Member-Officer Conduct Protocol

- 5.1 The draft Member-Officer Conduct Protocol with a view to recommend the document to Full Council

Members reviewed the draft protocol. Cllr Masseron proposed adding the frequency for review to the document. There were no other changes required to the document.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: 4 in favour, 0 against, 1 abstention

ACTION – Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting

26/SC/6

Terms of Reference

- 6.1 The draft Terms of Reference for the committee

The committee approved the Terms of Reference for the committee

Proposed: Cllr Masseron
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda

26/SC/7

Training

- 7.1 Training provided since last meeting:

- One Councillor on Local Council Governance
- Two staff on Playground inspection course
- One member of staff on an Officer's Update
- One member of staff on Digital and Data Compliance

- 7.2 Future Training:

- One councillor is booked on an "2Updates on Planning"
- Two staff are booked on "Procurement Training" course
- One councillor is booked on "Knowledge and Core Skills"
- One councillor is booked on "Chairmanship Skills"
- One member of staff is booked on "Beyond the Precept"
- One member of staff is booked on "Future Leaders: Attracting Young Talent to Parish and Town Councils"
- One member of staff is booked on "Introduction to VAT"

- 7.3 Two councillors asked to join the Future Leaders course

ACTION - Clerk to arrange booking on the Future Leaders course

- 7.4 It was noted that Cllr Johnson was developing a training session on use of AI for BALC members.

26/SC/8

Staff Security Matters

- 8.1 Staff Security

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

- 8.2 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/9

Date of Next meeting

- 9.1 The date of the next meeting was the Wednesday 20th May 2026

The meeting ended at 20.25



Summary of Actions

26/SC/3.2		
25/SC/32.1	Clerk to pursue Internship options for 2026	Clerk
25/SC/38.3	Clerk to arrange a meeting with Cllrs James, Johnson, and Matic regarding potential new IT systems	Clerk
26/SC/4.1	Clerk to add the Long-Term Staffing Structure to the agenda for the January Full Council meeting	Clerk
26/SC/4.3	Cllr Matic and Clerk to implement a staff survey	Cllr Matic and Clerk
26/SC/5.1	Clerk to add Member-Officer Conduct Protocol to agenda for January Full Council meeting	Clerk
26/SC/6.1	Clerk to add ratification of the Terms of Reference to the January Full Council meeting agenda	Clerk
26/SC/7.3	Clerk to arrange booking on the Future Leaders course	Clerk

