

14th July 2025

**Minutes of the Parish Council Staff Committee Meeting– Confidential (Part 2)**

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| 14.07.01 | **Attendance & Apologies:** Peter Bulmer (**PB**),Sian Wilkes (**SW**), Krissie Myler (**KM**) Julie Felgate (**JF**), Amanda Miller (**AM**) Council Chair, Keith Scargill (**KS**) Vice Chair  Amy Wainscott (**AW**) sent her apologies as was still at work. |
| 14.07.02 | **Election of Chair:** Peter Bulmer (**PB**) was elected chair of the committee. Nominated by Sian Wilkes (**SW**), seconded by Krissie Myler (**KM**) and unanimously approved. |
| 14.07.03 | **Declarations of Interest:** None not already declared. |
| 14.07.04 | **Terms of Reference Policy**: A brief discussion took place on a change to the TOR policy to increase membership of the Committee from 4 to 5. The amended Policy was approved. In compliance of the new Terms of Reference, Julie Felgate was welcomed to the Committee unanimously. |
| 14.07.05 | **Update on current Staffing:**  **I**nterim Clerk – Situation stabilised with additional volunteer admin support by former Clerk  Centre Manager – Returning to work gradually. **PB** to meet and discuss return to work  Staff Appraisal Scheduling - Interim Clerk once new Clerk in place – November 2025  Centre Manager once fully returned to work – October 2025 |
| 14.07.06 | **Temporary Admin Support:**  The Committee fully approved decision to provide admin support to the Interim Clerk to ease her workload with the aim for the role to be in place by 21st July 2025. Council Chairman has already spoken with former Clerk who has confirmed willing to help for a limited period and Chair will provide a Project Plan prior to next full Council meeting. |
| 14.07.07 | To Approve the following policies  Staff Recruitment - approved  Staff Grievance - approved  Staff Appraisal (minor changes) – approved  Note: These policies only apply to Staff, Council should consider similar approaches for all Councillors |
| 14.07.10 | **Delegated decisions to report to council:** The following policieswere approved under delegated powers – Terms of Reference, Recruitment, Grievance & Appraisal Policies.  New policies to be developed – Staff Leaving/Exit Interview (**JF**) & Return to Work (**SW**).  Councillor policies/procedures (Recruitment/Retention/Exit) to be investigated (**KM**) |
| 14.07.11 | **Recommendations for council:** The committee fully recommends to Council that the former Clerk be employed as an external contractor for 5 to 10 hours per week admin support. |
| 14.07.12 | **Date of Next Meeting: TBC**  Clerk shortlisting w/c 1st September 2025  Clerk interviews w/c 8th September 2025 |