

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 8TH OF OCTOBER 2025,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 5.45PM

Councillors Present: R. Dobson, J. Staniforth and C. Thomson
E. Lear (Clerk)

1. Non-Attendance by Councillors

- a) Apologies were received from Cllr Slack.
- b) The reason for non- attendance was accepted.

2. Declarations of Other Interests and Any Amendments

None

3. Determination of the Exclusion of the Public and Press

Items 5, 6 and 7.

4. Approve the Minutes of the Staffing Committee Held 9th July 2025

The minutes were approved and signed as a true record.

5. Clerk's Appraisal

The appraisal was undertaken and actions formulated including the completion of ILCA to CiLCA, the completion of the Hayfield Park project and looking at the production of the minutes.

6. Review of the Site Supervisor's Current Working Pattern

The Site Supervisor has returned to his contractual 10 hours and is now working 4 mornings a week with a Tuesday off. He will generally work 3 hours on a Monday and Friday and 2 hours on a Wednesday and Thursday. This rota seems adequate for the role but will be monitored. The seasonality of the role was noted.

7. Annual Leave Update from the Clerk and Site Supervisor

Both the Clerk and Site Supervisor have scheduled in their leave until the end of the leave year (31st December) and do not need to carry any leave into the new leave year.

8. Confirmation of Date and Time of Next Meeting

The next Staffing Committee meeting will take place on Wednesday 14th of January 2026 at Auckley Parish Centre, Auckley at 6.00pm.

Chair.....

Date:

