

**MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL**

**HELD ON WEDNESDAY 8<sup>TH</sup> 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 9<sup>th</sup> 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 (31<sup>st</sup> 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 14<sup>th</sup> of January 2026 at Auckley Parish Centre, Auckley at 6.00pm.

Chair.....

Date: .....

