

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 14TH OF JANUARY 2026,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 6.00PM

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 9.

4. **Approve the Minutes of the Staffing Committee Held 8th October 2025**

The minutes were approved and signed as a true record.

5. **Update on and Review the Clerk's Appraisal Targets**

The ILCA to CiLCA course has been started and is in progress. Work on the Hayfield Park project is ongoing. As part of reviewing policies, the Business Continuity Plan has been started.

6. **Update on and Review the Site Supervisor's Appraisal Targets and Consider any Matters Relating to Work**

Tasks

The training plan was discussed and a COSHH course should be added to this.

Future work tasks were discussed including: raking area in front of the copse near the car park on Riverside Park, the noted completion of removing the bark and planting of bulbs/plants in March in the memorial garden on Riverside Park, litter picking of all of the copses on Riverside Park, the sweeping of the Main Street bus shelter and the cutting back of buddleias on Hayfield Park.

7. **Receive Updated Training Plans for the Clerk & Site Supervisor-** NOTED

8. **Consider the Purchase of a Larger Storage Cabinet and Disposal of Existing, for the Pavilion-** the committee will recommend the addition of a new cabinet and the disposal of the narrow, existing cabinet.

9. **Receive and Note the Staff Leave Arrangements for 2026**

The Clerk will take 2 weeks off next Christmas/New Year. The Clerk will take half a week of hours i.e. 7, off at February half term. It was noted that the Clerk took leave on the 1st and 2nd of January 2026.

10. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 8th of April 2026 at Auckley Parish Centre, Auckley at 6.00pm.

Chair.....

Date:

