

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 8TH OF APRIL 2026,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 6.00PM

Councillors Present: R. Dobson, N. Slack and J. Staniforth
E. Lear (Clerk)

1. **Non-Attendance by Councillors-** None received
2. **Declarations of Other Interests and Any Amendments**
None
3. **Determination of the Exclusion of the Public and Press**
Not required
4. **Approve the Minutes of the Staffing Committee Held 14th January 2026**
The minutes were approved and signed as a true record.
5. **Consideration of a Contract Addition for all Employees:**
 - i) **Entitlement to join a trade union-** Clerk to contact the YLCA for a template letter for the addition of the entitlement to join a trade union, before sending this notification to all employees- **AGREED.**
Clerk to send amendment to contract letter to all employees- **AGREED.**
6. **Receipt of Updated Training Plans for the Clerk and Site Supervisor-** The Clerk has completed ILCA to CiLCA and the Site Supervisor has completed manual handling training- **NOTED.** The Clerk will look into CiLCA for the next intake- **AGREED**
7. **Consideration of the Purchase of a:**
 - i) Powered pole saw (with PPE)
 - ii) Leaf Blower
The Committee would recommend that both items are purchased as the leaf blower is currently free of charge- **AGREED**
8. **Note the Removal of a Broken Shredder from the Asset Register and Consideration of the Purchase of a New One-** **NOTED** and the Clerk to look into a new, more robust shredder and paying for a shredding service as an alternative- **AGREED**
9. **Consider the Disposal of Unused PPE (Boots)-** 2 pairs were the wrong size and not returnable. They will be advertised on Facebook for £20 each, inviting payment via a bank transfer- **AGREED**
10. **Receive and Note the Clerk's Leave Arrangements for 2026**
The Clerk took annual leave on Good Friday and Easter Monday- **NOTED.** The Clerk requested annual leave for the last week in May (half term) and the last two weeks in August- **AGREED**
11. **Note the Site Supervisor's Annual Increment-** moving from SCP 4 to 5- **NOTED**
12. **Confirmation of Date and Time of Next Meeting**
The next Staffing Committee meeting will take place on Wednesday 8th of July 2026 at Auckley Parish Centre, Auckley at 6.00pm.

Chair.....

Date:

