MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 8TH OF JULY 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 absence was **APPROVED**
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 8th April 2026**
   The minutes were approved and signed as a true record.
   The PPE (boots) still needs to be advertised and the next cohort for CiLCA will be January 2027.
5. **Update on Contract Addition for all Employees**
   The YLCA had been contacted for advice and advised that they would send more information once they have completed. Therefore no additions have yet been made to the contract and will be completed as information is received.
6. **Consideration of a Staffing Committee Terms of Reference**
   a) Consideration of the Liaison Councillor for the Clerk- These will be the Chair of the Council and Chair of the Staffing Committee with the Vice Chair of the Council in their absence.
   The Staffing Committee Terms of Reference were reviewed and no changes made- **AGREED**
7. **Consideration of the Staff Travel Policy**
   A review of the staff travel policy took place due to recent changes in mileage rates.
   a) Consideration of pedal cycle mileage- the Clerk will start to claim mileage and was advise to purchase a milometer for the bike which could be used to claim. The Clerk should also claim car mileage for putting up notices (as required).
   b) Alignment with HMRC mileage rates- **AGREED** meaning that contract amendments will not be necessary to change the mileage rates.
   c) Change in HMRC mileage rate- the car mileage rate for under 10,000 miles had recently increased from £0.45/mile to £0.55/mile- **NOTED**
   d) Backpay of mileage to April 2026- the difference will be paid to the Site Supervisor in the next payslip.
   Amendments to the Staff Travel Policy - **AGREED**
8. **Consideration/Update of the Purchase of Equipment:**
   i) Purchased: Powered pole saw (with PPE), leaf blower, first aid kit. It was noted that the cabinet was still to purchase as may be possible to buy at same time as shredder.
   ii) Considered: Shredder- still to obtain quotes. Ryobi battery/ tool- research needed into the purchase of a battery on its own or the purchase with a new tool, based on price- a delegated decision would be required to purchase.
9. **Consideration of the Site Supervisor's Summer Working Arrangements**

The Site Supervisor will work his contractual hours as is unable to undertake extra hours this year- **NOTED**

10. **Consideration of Taking of Annual Leave- to avoid Clerk/ Site Supervisor taking at the same time- AGREED** for continuation of service by the council.
11. **Consideration of Request from the Clerk to Consider Pension Contribution Rate by Employer**
    The Clerk highlighted the pensionable earnings threshold which meant that the contribution amount by the employer was small especially for the Site Supervisor. The Clerk is to bring further information to aid consideration to the next meeting- **AGREED**
12. **Confirmation of Date and Time of Next Meeting**
    The next Staffing Committee meeting will take place on Wednesday 14th of October 2026 at Auckley Parish Centre, Auckley at 5.45pm.

Chair……. Date: …….

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