MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 14TH OF OCTOBER 2026,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 5.45PM

Councillors Present: N. Slack, J. Staniforth and C. Thomson
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**
   Item 5 onwards.
4. **Approve the Minutes of the Staffing Committee Held 8th July 2026**
   The minutes were approved and signed as a true record.
5. **Clerk's Appraisal**
   The Clerks' appraisal was completed and the Clerk will start CiLCA in January 2027.
6. **Consideration of a Payment for Lieu to the Clerk**
   Due to the demands of the job recently, the Clerk has built up 26 hours of lieu which is higher than would be expected. Following discussion, the committee will propose to the council that 15 hours (1 working week) is paid- **AGREED** The Clerk will then use 7.6 hours of the remaining lieu to take October half term off, alongside the use of annual leave- **AGREED**
   A standing item will be added to the agenda for the reporting of lieu to allow monitoring- **AGREED**
7. **Consideration of the Pension Contributions for the Clerk and Site Supervisor**
   The current provider, Nest requests pension contributions from the employer/ employee above the pensionable earnings threshold of £520. This means that the employer's pension contributions for employees are currently relatively low due to the hours worked, especially for the site supervisor.
   Clerk to add pension discussion to full council agenda- **AGREED**
8. **Review of the Site Supervisor's Current Working Arrangements**
   a) Winter duties- include cutting back in copses on Riverside Park plus a request to paint the pavilion door threshold.
   b) Appraisal timings- to be pushed back to late November/early December so that completed seasonal tasks can be discussed before moving into Winter.
   c) Annual leave arrangements- the Clerk and Site supervisor will not take leave together other than at Christmas. The Site Supervisor will report leaving site on finishing to Cllr Staniforth when the Clerk is on leave. After booking leave for Christmas, the site supervisor will have leave remaining. The contract allows the carrying of one week's annual leave.
9. **Consideration of the Site Supervisor's Request to Consider Business Car Insurance-** The request was rejected as the council pay the HMRC car mileage rate of 55p/mile which covers wear and tear of vehicle etc- **AGREED**
10. **Annual Leave Update for the Clerk and Site Supervisor**
    After booking leave for Christmas, the site supervisor will have leave remaining. The contract allows the carrying of one week's annual leave.
    i) The Clerk's annual leave entitlement will increase to 28 days in January 2027- **NOTED**
11. **Confirmation of Date and Time of Next Meeting**
    The next Staffing Committee meeting will take place on Wednesday 13th of January 2027 at Auckley Parish Centre, Auckley at 6.00pm.

Chair……. Date: ……..