



6th November 2025

To the Staffing Committee

Dear Councillors,

You are hereby summoned to attend a **Staffing Committee Meeting** to be held at **ClayTAWC, Fore Street, St Dennis on Thursday the 13th November 2025 at 7 pm** for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

AGENDA

1. Apologies

To receive and approve apologies.

2. Declarations of Interest

- a) To receive disclosures of Pecuniary Interests;*
- b) To receive disclosure of Non-Registerable Pecuniary Interests;*
- c) To disclose the receipt of hospitality or gifts over the value of £10 and*
- d) To receive written requests for dispensations on items to be discussed at the meeting.*

N.B: *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

Standing Order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

3. To adopt the Minutes of the Staffing Committee Meeting held on the 2nd September 2025.

4. Matters arising – Information only.

5. Report from the GDPR review undertaken by Cllr Edmunds.

6. Update on the use of the new HR software.

- 7. To undertake an annual salary review.**
- 8. To agree pay scales / hours for 26-27 budget.**
- 9. To agree the purchase of a Makita impactor.**
- 10. To agree the costs of ILCA Training.**
- 11. To agree the cost of Chainsaw Training.**
- 12. To discuss and agree an allowance for staff using their own phones.**
- 13. To review the office staff appraisals and goals set.**

Any other urgent and relevant confidential item, for information, that the Chair considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.