

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday the 19th February 2026 at 19.40

Present: Cllr Burnett (Chair), Cllr Edmunds (Vice Chair), Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S24/25 Apologies

None.

S25/25 Declarations of Interest

None.

Standing Order 1c

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'

S26/25 To adopt the minutes of the Staffing Committee Meeting held on the 13th November 2025.

It was **Resolved** to adopt the minutes as presented. All present in favour.

S27/25 Matters arising from the last meeting.

- An order number for the ILCA training has been provided.
- The Chainsaw Training has been undertaken.

S28/25 To receive a progress report from the appraisal update meetings.

The Clerk has held progress meetings with both members of staff following their appraisals in September.

The reports from these meetings were provided to the Committee and noted.

S29/25 To receive an update on the use of the HR software.

- The Clerk reported that staff use of the new software is progressing well, with monthly wages now processed using the system's timesheets.
- The location-tracking feature for maintenance operatives is not yet being fully utilised and will be followed up with the relevant staff.
- Staff are reminded to use the notes section when clocking out if any amendments to hours are required.
- The Committee noted concerns regarding additional hours being worked without prior authorisation or explanation.
- It was agreed that additional hours will not be paid where no permission has been given or no explanatory note has been provided.
- The Clerk will raise this with staff individually to ensure hours and overtime can be monitored appropriately.

S30/25 To agree a date for the Clerk's Appraisal.

It was **Resolved** to hold the Clerk's appraisal on Wednesday the 15th April at 1 pm. The Chair and Vice Chair will undertake the appraisal. All present in favour.

S31/25 to agree the proposed pay rises in April as set out in the budget.

It was **Resolved** to uphold the previous decision for the pay increases in 2026 - 2027. All present in favour.

S32/25 To agree the purchase of a Makita impactor.

It was **Resolved** to purchase a second-hand impactor at a cost of £40. All present in favour.

There being no other business the Chair closed the meeting at 8.10 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting