

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Wednesday 22nd July 2026 at 6.30pm.

Present: Cllr Edmunds, Cllr Kelsey, Cllr James.

In Attendance: Tamsyn Moore – Senior Administrator, Julia Clarke - Chair of St Dennis Parish Council.

S24/26 Apologies

None.

S25/26 Declarations of Interest

None.

Standing Order 3d

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'

S26/26 To adopt the minutes of the Staffing Committee Meeting held on the 7th July 2026.

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

S27/26 Matters arising from the last meeting – information only.

- Bright HR have been appointed to undertake an investigation
- The Clerk vacancy has been advertised

S28/26 To retrospectively agree the appointment of a temporary member of staff and the associated costs.

It was **Resolved** to appoint a temporary member of staff, through an agency, for 12 hours a week at the requested hourly rate. Proposed and seconded, all present in favour.

S29/26 To agree temporary office management arrangements during the Clerk vacancy period.

It was noted that one member of office staff remains on sick leave with the date and nature of their return not yet known. It was **Resolved** for the Senior Administrator and temporary member of staff to work flexibly to cover the office workload and public opening times. Any change in the temporary staff members hours is to be agreed via email. The temporary member of staff will be set up with their own email address and will not have access to the Clerk's email inbox. The Senior Administrator will manage the Clerk's email inbox. When the Senior Administrator is absent, an out of office will be sent up directing people to the temporary staff members email inbox. Proposed, seconded, all present in favour.

S30/26 To agree temporary delegation of responsibilities.

It was **Resolved** to give temporary delegated responsibility for the day-to-day office management including the authorisation of annual leave and sickness reporting to the Senior Officer Administrator until a permanent Clerk is appointed. Proposed, seconded, all present in favour.

S31/26 To agree the details of the Clerk/RFO recruitment process.

It was **Resolved** that Cllr Clarke, Cllr Edmunds and Cllr Kelsey will oversee the recruitment process. A meeting will be held after the application closing date of the 14th of August to review the applications received, create a shortlist of candidates to invite to interview, and agree any candidate assessment tasks to be set. Proposed, seconded, all present in favour.

S32/26 To agree office staff and working hours during the Clerk vacancy period.

It was **Resolved** that the Senior Office Administrator will work flexibly with the temporary member of staff to ensure cover of the office core public opening times wherever feasibly possible. These are Mon – Thu 9.30am to 12.30pm, Fri 9.30am to 12.30pm telephone and email only. Any office closure within these core hours should be advertised to the public in advance where possible. A Councillor may be permitted to provide administrative assistance to the Office only when a permanent Officer is present. Two Councillors may work together in the office to provide cover of core opening hours for the purpose of taking notes of telephone and face to face enquiries only. The Senior Office Administrator will be permitted to work from home when necessary. Additional hours for the temporary member of staff to cover the Senior Administrators leave when required will be agreed via email. The Senior Office Administrator will update the Staffing Committee on work patterns and office coverage on a weekly basis. Proposed, seconded, all present in favour.

S33/26 To agree the management of payroll and finance administration including related staffing matters until a permanent Clerk/RFO has been appointed.

It was **Resolved** to appoint a Locum Clerk to carry out all payroll, finance and associated tasks between July 2026 – October 2026. Should it not be possible to appoint the Locum Clerk, an alternative professional third party will be agreed via email. Additional professional financial services to provide support and their associated costs will be agreed via email. Proposed, seconded, all present in favour.

S34/26 To agree interim support and reporting arrangements during the Clerk vacancy period.

It was **Resolved** that the Senior Office Administrator will be given a budget of £500 for external professional advice to support them during the vacancy period. The Senior Office Administrator will provide a weekly report to the Staffing Committee to provide an update and advise office coverage for the coming week. Proposed, seconded, all present in favour.

S35/26 To review and agree arrangements for maintaining office continuity and risk management during the clerk vacancy period.

It was **Resolved** to assign the following areas of responsibility:

- Financial Administration – Senior Office Administrator & Locum Clerk
- Payroll – Locum Clerk
- Council meetings and agendas – Senior Office Administrator
- Correspondence management – Senior Office Administrator
- Statutory and regulatory requirements – Senior Office Administrator

Proposed, seconded, all present in favour.

S36/26 To agree a temporary salary uplift in recognition of additional responsibilities undertaken during the Clerk vacancy period.

It was **Resolved** to temporarily increase the Senior Office Administrator's salary from the 1st of July 2026. Proposed, seconded, all present in favour.

S37/26 To consider workwear items for the Maintenance Team.

It was **Resolved** to provide work boots and work trousers to all three Maintenance Team staff. Costs to be agreed via email. Proposed, seconded, all present in favour.

S38/26 To receive an update on a staff grievance and agree any actions required.

The independent investigator has now completed their consideration of the grievance and has partially upheld it, with recommendations for the Council going forward.

It was **Resolved** to accept the investigator's findings and to adopt the relevant recommendations. Letters will be sent to all parties involved by email and recorded delivery, confirming the decision and setting out the appeal process should either party wish to challenge it. Mediation will not be offered, as it is no longer considered appropriate in the circumstances. An office review will be undertaken, and any future roles with management responsibility will be required to undertake relevant training.

All grievance paperwork will be stored securely in the lock box, which will be held by Cllr Edmunds, with the key held by Cllr Kelsey.

Proposed, seconded, all present in favour.

There being no other business the Chair closed the meeting at 7.30 pm.

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

Chair of the Staffing and GDPR Committee Meeting