

# Collingham with Linton Parish Council

**Minutes of the Staffing Committee meeting on Wednesday 27<sup>th</sup> November at 5.45pm  
at Collingham Memorial Hall**

**Present Councillors :** Cllrs Julie Brown(JB)Chair, Angela Martin(AM), Marianne Moses(JH)

**Attendees:** Claire Cooper Clerk/ RFO to the council

1. **To appoint a Chair for 2024 – 2025**  
Cllr Marianne Moses proposed Cllr Julie Brown.  
**Voting:** 3 Councillors present with all in favour.
2. **To receive and approve apologies for absence**  
None.
3. **Declarations of interest in items on the agenda**  
None.
4. **To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011**  
None.
5. **To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted for item 12, 13 and 14 being prejudicial to the public interest**  
**Voting:** 3 Councillors present with all in favour.
6. **To receive for information any previous minutes as appropriate**  
None.
7. **To receive any correspondence and consider actions required**  
None.
8. **To consider the Terms of Reference for the Staffing Committee dated 17<sup>th</sup> November 2024 DRAFT version 0.1**  
**Resolved:** To recommend adoption to full council.  
**Voting:** 3 Councillors present with all in favour
9. **To consider the progression of investigations in to the introduction of the role of Nature Warden**  
**Resolved:** To recommend to full council that this role remain contracted for the foreseeable future (2025 – 2026)and that the council should not progress to recruit further staff.  
**Voting:** 3 Councillors present with all in favour
10. **Items for next agenda**  
To receive and consider all staffing policies and procedures ahead of the Annual Meeting in May 2025
11. **Date and time of next scheduled meeting**

To agree a date for the next committee meeting as Wednesday 19th March 2025 at 5pm in Collingham Memorial Hall.

**Noted.**

**IN PRIVATE**

12. **To receive the Clerk/ RFO probationary review and resolve on the recommendation to full council**

**Resolved:** To recommend to full council that the clerk has successfully completed their probationary period with effect from 1<sup>st</sup> December 2024.

**Voting:** 3 Councillors present with all in favour

13. **To receive notification of the local government services pay agreement for 2024/2025 and approve the rate change for the Clerk/ RFO on LC1 / SCP16 backdated to 1<sup>st</sup> September 2024**

**Resolved:** Approved.

**Voting:** 3 Councillors present with all in favour

14. **To consider staffing levels and salaries for the budget 2025 – 2026 and resolve on a recommendation to full council for budget setting purposes**

**Resolved:** That the staffing committee are aware that the role in normal circumstances should be more than 20 hours per week. The Clerk is to complete a time and motion study from January until mid-March to demonstrate the workload and provide recommendations on hours required and approach appropriate. In the short term the Clerk is authorised to complete overtime as required with the Chair being advised as additional time is worked.

**Voting:** 3 Councillors present with all in favour.

**The meeting closed at 6.35pm.**

Signed *Julie Brown* Chairman

**Date. 07<sup>th</sup> January 2025**