Highcliffe and Walkford Parish Council

Old School House,
254 Lymington Road,
Highcliffe BH23 5ET

Staffing Committee Meeting Agenda

Wednesday 27 August 2025

Commencing 18:00

Members of the Staffing Committee are summoned to attend a meeting on Wednesday 27 August 2025 at The Old School, 254 Lymington Road BH23 5ET, commencing at 5:45pm.

Members of the Staffing Committee:

Councillor Tina Butcher (Chair)
Councillor David Martin
Councillor Sue Walters
Councillor John Webster
Councillor Willie McNeill



Nicki France, Assistant Clerk – 20 August 2025

Members who are unable to attend are requested to find a substitute.

Agenda

1. **Apologies for absence**

   To consider and resolve to accept apologies for absence given with reason (LGA 1972 s85(3))

2. **Declarations of interest**

   To receive any declarations of interests from members in respect of the agenda items below (Localism Act 2011, s31)

3. **Minutes of meeting of 27 February 2024**

   To resolve to accept and sign the minutes of the previous meeting as a true and accurate record. (LGA 1972, Sch12, para 41(1))

4. **Chair's remarks**

   To receive comments from the Chair on matters pertaining to the Committee.

5. **Public representations**

   To receive any public representation in accordance with Standing Order 3. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting, and a member of the public shall not speak for more than 5 minutes.

6. **Terms of Reference** **Attached**

   To recommend to Council the Terms of Reference for the Staffing Committee. (Standing Orders 4di)

7. **Exclusion of the Press and Public**

   To resolve to exclude the press and public due to the confidential nature of the following business. (Public Bodies (Admission to Meetings) 1960, s1 (2))

8. **Mobile Phone Allowance**

   To consider the provision of a staff mobile phone allowance and make recommendation to Council if appropriate.

9. **Staff Training**

   To agree by resolution staff training as detailed by the Clerk and within budget.

10. **Contract of Employment for the Assistant Parish Clerk** **Attached**

    To agree by resolution an updated contract for the Assistant Parish Clerk.

11. **Job Description – Amenities Officer** **Attached**

    To recommend to Council the job description for an Amenities Officer.

12. **Date of the next meeting of Staffing Committee**

    The next meeting of the Staffing Committee will be called as required.