Highcliffe and Walkford Parish Council

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

Staffing Committee Meeting Agenda

Tuesday 4th November 2025

Commencing 18:00

Members of the Staffing Committee are summoned to attend a meeting on Tuesday 4th November 2025 at The Old School, 254 Lymington Road BH23 5ET, commencing at 6:00pm.

Members of the Staffing Committee:

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

Vanessa Ricketts FSLCC – Clerk and RFO, 29th October 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 25th August 2025**

   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. **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))

7. **Assistant Clerk – changes to job description**

   To recommend to Council an updated contract for the Assistant Parish Clerk.

8. **Clerk – probationary period**

   To conduct a review of the Clerk and RFO's probationary period and make any recommendations to Council as necessary.

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

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