Highcliffe & Walkford Parish Council

Minutes of the meeting of **Staffing Committee** held on 27th August 2025 at 17:45pm in The Old School House, 254 Lymington Road, Highcliffe.

Present: Cllr T Butcher (Chair), Cllr D Martin, Cllr S Walters, Cllr John Webster, Cllr Willie Mc Neil

Also Present: Cllr A Sofianos, Vanessa Ricketts (Clerk); Nicki France (Assistant Clerk)

095 Apologies for Absence:
There were no apologies for absence

096 Declarations of Interest:
There were no declarations of interest.

097 Minutes of the previous meeting:
The minutes of the Staff Committee held on 27 February 2024 were considered and:

Resolved that the minutes be received as a correct record and duly signed.

098 Chair's remarks:
None

099 Public representation:
There were no members of the public present.

100 Staffing Committee's Terms of Reference:
Members noted the terms of reference and;

Recommended that council approve the Terms of Reference

101 Exclusion of the Press and Public:

Resolved that the press and public be excluded for the remainder of the meeting due to the confidential nature of the following business. (Public Bodies (Admission to Meetings) 1960, s1 (2)).

Cllr Sofianos left the meeting.

102 Mobile phone allowance:
Members noted that the Clerk and Assistant Clerk used their personal phones for Council business and;

Resolved that the Clerk and Assistant Clerk receive a £10 monthly allowance for the use of personal phones.

103 Staff Training:
Members considered a confidential report setting out recommended staff training and costs within budget.

Resolved that the staff training be approved.

The Assistant Clerk left the meeting.

104 Contract of Employment for the Assistant Clerk:
Members considered an updated contract of employment based on Green Book Terms and Conditions.

Resolved that the contract of employment for the Assistant Clerk be approved.

Cllr Martin joined the meeting.

105 Amenities Officer Job Description:
Members considered a proposed job description for an Amenities Officer and;

Recommended that Council approve the job description.

106 Date of the next meeting:
It was noted that the next meeting would be called as required.

There being no further business the Chair closed the meeting at 18.20pm.

Signed …….. Date……..