Highcliffe and Walkford Parish Council

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

Staffing Committee Meeting Agenda

Wednesday 15th April 2026

Commencing 18:30

Members of the Staffing Committee are summoned to attend a meeting on Wednesday 15th April 2026 at The Old School, 254 Lymington Road BH23 5ET, commencing at 6:30pm.

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, 8th April 2026

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 4th November 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. **Training**

   To consider the following training:

   a) CiLCA qualification for the Assistant Clerk
   b) National Conference.

8. **Salary Review**

   To be advised of the current staff salaries and consider any changes required.

9. **Assistant Clerk:**

   a) To consider increasing the current working hours of the Assistant Clerk to meet the needs of the business.
   b) To agree to pay the Assistant Clerk for holiday hours not taken due to business needs.

10. **Pensions**

    To be advised of the 2026/2027 contribution rates.

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

    The next meeting of the Staffing Committee will take place on 30th September 2026 at 6:30pm.