Highcliffe & Walkford Parish Council

Minutes of the meeting of **Staffing Committee** held on 4 November 2025 at 18:00pm in The Old School House, 254 Lymington Road, Highcliffe.

Present: Cllr T Butcher (Chair), Cllr S Walters, Cllr Willie Mc Neil

Also Present: Cllr A Sofianos, Vanessa Ricketts (Clerk)

202 Apologies for Absence:
There were no apologies for absence.
Cllrs D Martin and J Webster were absent without apology.

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

204 Minutes of the previous meeting:
The minutes of the Staff Committee held on 27 August 2025 were considered and:

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

205 Chair's remarks:
The Chair welcomed the Chairman of the Council to the meeting.

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

207 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)).

208 Assistant Clerk – changes to job description:
Members were advised that, as previously agreed, the Assistant Clerk was acting as line manager for the Amenities Officer and agreed this, together with a recent qualification achieved, should be reflected in the Assistant Clerk's remuneration.

Recommended to Council that the Assistant Clerk's salary be set on SCP28 effective from 13 October 2025.

209 Clerk and RFO – probationary period:
Members were advised that the Clerk had been with the Council for over 3 months and, that being the probationary period, a review was required of her work. Members agreed that the Clerk had excelled and exceeded expectation.

Resolved that the Clerk and RFO had successfully passed probation and that her permanent appointment be confirmed.

210 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 18.25pm.

Signed …….. Date……..