Highcliffe and Walkford Parish Council
Old School House,
254 Lymington Road,
Highcliffe BH23 5ET

Staffing Committee Meeting Agenda

Wednesday 30th September 2026

Commencing 18:30

Members of the Staffing Committee are summoned to attend a meeting on Wednesday 30th September 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, 23rd September 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 15th April 2026**

   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. **CiLCA Training Agreement**

   To consider the Training Agreement for the Assistant Clerk to undertake CiLCA.

8. **Appraisals**

   To be advised of the outcome of the staff appraisals.

9. **Amenities Officer**

   a) To consider additional responsibilities and change of hours and job description for the Amenities Officer.
   b) To consider salary implications in light of any changes agreed.

10. **Clerk and RFO - hours**

    To consider additional hours for the Clerk in light of increasing workload.

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

    The next meeting of the Staffing Committee will take place on 14th April 2027 at 6:30pm.