Highcliffe & Walkford Parish Council

Minutes of the meeting of **Staffing Committee** held on 15th April 2026 at 18:30pm in The Old School House, 254 Lymington Road, Highcliffe.

Present: Cllr T Butcher (Chair), Cllr D Martin, Cllr S Walters, Cllr J Webster,

Also Present: Vanessa Ricketts (Clerk)

363 Apologies for Absence:
There were no apologies for absence.
Cllr Willie Mc Neil was absent without apology.

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

365 Minutes of the previous meeting:
The minutes of the Staff Committee held on 11 November 2025 were considered and:

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

366 Chair's remarks:
The Chair stated that the Council was lucky to have such good employees and she hoped this would be reflected in the decisions made.

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

368 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)).

369 Training:
Members consider the following training, all within budget:

a) CiLCA qualification for the Assistant Clerk – a training agreement would be implemented.
b) National Conference.

Resolved that the training be approved.

370 Salary Review:
Members were advised of the current staff salaries and considered any changes that should be made.
Recommended to Council that:

a) The Amenities Officer be placed on SCP16
b) The Clerk and RFO be placed on SCP 45
(Both back dated to 1st April 2026)

371 Assistant Clerk:
Members consider increasing the current working hours of the Assistant Clerk to meet the needs of the business and further considered the holiday hours owed to the Assistant Clerk that had not been taken due to business needs.

Recommended to Council that:

a) The Assistant Clerk's hours be increased to 22 hours per week

Resolved that the Assistant Clerk be paid the holiday hours owed.

372 Date of the next meeting:
It was noted that the next meeting would take place on 30th September 2026 at 6:30pm

There being no further business the Chair closed the meeting at 7.30pm.

Signed …….. Date……..