



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 22nd JANUARY 2026 AT 10AM

PRESENT:

Kay Montandon (Chair)
Cheryl Bould

David Anderson
Mary Evans

Trevor Bennett

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received Michael Goodwin and Mitchell Philpott.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 19th December 2025

The draft minutes of the previous meeting had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Review of Selected Policies

The following draft policies were considered for adoption by the council.

Recruitment Policy. Cheryl Bould raised the possibility of the Town Council being part of the Employers Disability Charter. Cheryl will speak to the DWP to see if they are able to speak with the Town Council about it. This will be placed on the next agenda. The policy was **agreed** subject to the following amendments:

-2.6 – Addition of ‘Only councillors on the panel may vote, with the Chair of the panel having the casting vote. Officers in attendance will act in an advisory role to councillors’.

-2.7 a – Add ‘which will be reviewed by the interview panel’.

-2.7e – amend ‘advanced DBS’ to ‘enhanced DBS’

Level 1 Safeguarding training was discussed. The clerk will look into this for councillors and staff.

Equal Opportunities Policy. This was **agreed** subject to the following amendments.

-To add to section 2, definitions of Equity (recognises that everyone is not the same and provides the appropriate resources and opportunity to address inequality) and Inclusion (create an environment where everyone feels accepted and welcome).

Redundancy Policy. This was **agreed** subject to:

- The removal of section 6 in its entirety as this was not applicable to the Town Council.
- Clarifying in section 7 that any holiday taken in excess to what had been accrued would lead to a deduction in remuneration, as detailed in the contract of employment.

6. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 7 and 8, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

7. To Review Staffing Structure

During the budget meeting, a restructure was asked to be considered to better align with the Council's strategic direction and to enhance the efficiency of the staffing team. A draft was presented to the committee which, subject to a typographical amendment, would be recommended to council on 4th February.

8. To Receive Update on Confidential Staffing Matters and Agree Subsequent Actions

The report provided was **accepted** by the committee. The clerk will arrange for further procedural guidance from CHRGS.

The meeting was reopened to the press and public

9. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies
Employers Disability Charter
Town Council safeguarding training.

10. Date of Next Meeting

The date of the next staffing committee meeting will be agreed in due course.

There being no further business to conduct the meeting was closed at 11.35pm