



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 7th MAY 2026 AT MIDDAY

PRESENT:

David Anderson

Trevor Bennett

Mary Evans

Catherine Fletcher

Michael Goodwin

Kay Montandon

Michell Philpott

Patrick Prekopp

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

1. Election of Chaiman

It was agreed that Kay Montandon should Chair the Staffing Committee for the forthcoming Year

2. To Receive Apologies for Absence

Apologies were received from Cheryl Bould.

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

None raised.

4. To Agree Minutes from the Meeting of 19th March 2026

The minutes of the meeting of 19th March 2026 were *agreed*. The minutes were signed as a true and accurate record by the Chair.

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

No matters raised.

6. To Receive Employer Briefing on Unpaid Leave and Family Leave

A paper had been circulated regarding changes to the Local Government Pension Scheme rules that are designed to reduce the impact that unpaid leave and caring responsibilities can have on pension outcomes, particularly for women. The Clerk is to check whether the payroll system can be amended to prevent the reduction of pensionable pay for short periods of absence (less than 15 days).

7. Policy Review

a) Flexible Working and Predictable Terms Policy

The draft policy circulated was **adopted**, subject to the removal of reference to an appeal process.

b) Maternity and Family Friendly Policy

The draft policy circulated was **adopted**.

c) Homeworking Policy

The draft policy circulated was **adopted**.

d) Right to Work Policy

The draft policy circulated was **adopted**.

e) Computers, Email and Internet Policy

The draft policy circulated was **adopted**.

f) Neonatal Care Leave Policy

The draft policy circulated was **adopted**.

8. 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 the duration of item 9, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. Recruitment

a) To Shortlist Applications for Finance Manager and Deputy Clerk Role

Four applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1 and 2.

b) To Agree Interview Method, Panel, Date and Time for Finance Manager and Deputy Clerk Role

It was **agreed** that interviewees would be requested to do a presentation on 'The Challenge of Change'. This should last no more than 10 minutes. This would be followed by a formal interview and, if available, meeting the staff. Subject to room availability, these will be held on Thursday 21st May. The interview panel would consist of Catherine Fletcher, Michael Goodwin and Kay Montandon. The Clerk would be in support.

c) To Shortlist Applications for Maintenance Assistant and Facilities Support Role

Eight applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1, 4 and 8.

d) To Agree Interview Method, Panel, Date and Time for Maintenance Assistant and Facilities Support Role

It was **agreed** that interviewees would be requested to attend the Recreation Ground and check for any matters for repair and maintenance or general health and safety. Findings would then be presented to the panel at the formal interview. If available, interviewees would then be invited to meet the staff. Subject to room availability, these will be held on Friday 22nd May. The interview panel would consist of David Anderson, Trevor Bennett and Mitchell Philpott. The Maintenance Manager would be in support.

The meeting was reopened to the press and public

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

Ratification of interview panel recommendations
Staff member TOIL

11. Date of Next Meeting

Tuesday 26th May at 10am

There being no further business to conduct the meeting was closed at 1.15pm

Signed _____

Date _____