

To Councillors: Adrian Sparkes (Chair), Pam Birch, Bryan Knickerbocker, Heather Shearer, Anna Thomson.

Members are reminded of their duty under the Code of Conduct: The 7 principles of public life:
Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

You are summoned to attend a meeting of the **Staffing Committee**
to be held in **Street Library**, Leigh Road, Street at **11.30am on Tuesday 9 September 2025**.
The business to be transacted is set out in the agenda below.

**** Members are reminded that the council has a general duty to consider the following matters in the exercise of any of its functions:
equal opportunities, crime and disorder, health and safety, human rights, and biodiversity. ****

Yours Sincerely,

Jenny Service

Clerk to Street Parish Council

Date: 4 September 2025

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted unless the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest.

PUBLIC PARTICIPATION SESSION

Before the Committee meeting begins there will be a public participation session.

Public Question Time

Parishioners are invited to direct questions or comments to the Committee Chair who will invite each person to speak for up to 3 minutes on any subject/s of concern. Please note that the Council is unable to make formal decisions under this item. Members of the public are requested to raise any matter during public question time as the rest of the meeting is not open to public participation (providing that prior notice has been given by noon on the day of the meeting to email: street.parish@street-pc.gov.uk or telephone: 01458 440588).

AGENDA

1. Apologies for absence

To RECEIVE and NOTE apologies for absence. *LGA 1972 s85(1)*

2. Declarations of Interests and Grant of Dispensations

To RECEIVE any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464. *Note: this does not preclude any later declarations.*

3. Confirmation of Minutes

RECOMMENDED: that the minutes of the ordinary Staffing Committee meeting held on 8 July 2025 (circulated) are approved as a correct record and direction given to be signed by the Chair.

Note: *Any changes to the minutes must be agreed by resolution of the Committee.*

LGA 1972, Schedule 12, paragraph 41(1)

4. Policies and Procedures

To REVIEW the following policies:

Policy/procedure	Status	Recommendation
Whistleblowing Policy	NEW	Recommend adopt NALC Model to Policy & Finance Committee/Full Council.

5. Confidential Items

In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is likely that a resolution will be passed at the meeting to exclude the press and public for as they involve confidential information on staffing / HR matters.

6. Admin Officer Pay Review

To PROGRESS actions agreed at July Staffing Committee and AGREE a recommendation to take to Full Council.

7. Market Officer Staffing at Parish Council Events

To review resourcing ahead of the Festive Market.

8. Clerk's Report

To RECEIVE a verbal report from the Clerk on Staffing Matters by exception.
(items not covered elsewhere).

9. Sickness / Absence Management

To RECEIVE an update from the Clerk.

10. Items to raise for future consideration.

This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.

11. Date of Next Meeting

The next ordinary meeting of the Staffing Committee will take place at 11.30am on Tuesday 11 November 2025.

12. Dates for future Staffing Committee Meetings:

2nd Tuesday of every other month at 11.30am

11 November 2025, 13 January 2026, 10 March 2026.