



DRAFT MINUTES OF THE STAFFING COMMITTEE MEETING
HELD IN THE PARISH COUNCIL OFFICE
ON MONDAY 16th JULY 2025 AT 3.30PM

Present: Cllr C Wise(Chairperson), Cllr S Glover, Cllr D Buckley

In attendance: Mrs S. Masikito (CLERK & RFO)

SC 25/01 APOLOGIES FOR ABSENCE
Cllr A Clemens

SC 25/02 DECLARATION OF INTERESTS
None

SC 25/03 MINUTES
RESOLVED: The minutes of the Staffing Committee meeting held on **18th November 2024** were approved as an accurate record and were signed by the Chairperson.
UNANIMOUSLY AGREED

SC 25/04 PUBLIC QUESTION TIME
No public present

SC 25/05 EXCLUSION OF PRESS AND PUBLIC – PART II
Motion to exclude the Public and Press, in accordance with the public bodies (Admission to meetings) Act 1960, the public and press will be excluded from the meeting during consideration of the following item (s) due to the confidential nature of the business to be transacted.
MOTION RESOLVED

SC 25/06 MATTERS ARISING
None

SC 25/07 CEMETERY WARDEN
a. Update provided on new warden.

SC 25/08 STAFF APPRAISAL AND PAYRISES
a. Staff appraisals were carried out in March 2025 update provided.
b. Job Evaluation Proposal from LCC- The proposal was accepted
ACTION: Clerk to engage LCC for job evaluation.
c. Staff Appraisals and Pay Reviews
Update provided.

SC 25/09 ANNUAL LEAVE – Update provided to committee on annual leave entitlement for all DPC employees.

SC 25/10 ANY OTHER BUSINESS

- It was noted that Cllr Caroline Wise was appointed Chair of the staffing committee at the Annual Statutory meeting.
- It was noted that Cllr Steevan Glover was appointed Vice Chair of the staffing committee at the Annual Statutory meeting
- To note the staffing Terms of Reference have been approved.

SC 25/11 NEXT STAFFING COMMITTEE MEETING TO BE CONFIRMED

Meeting Closed at 4.30pm

X CHAIR SIGNATURE