



Datchet Parish Council

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MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE PARISH COUNCIL OFFICE ON 24th JUNE 2026 at 4:00pm

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

Also in attendance: Cllr E Larcombe, Cllr M Davies (non- committee councillor)

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

SC26/01

APOLOGIES FOR ABSENCE

Received apologies for Cllr A Clemens and Cllr B Picot

SC26/02

DECLARATION OF INTERESTS

None

SC26/03

MINUTES

To agree the minutes of the staffing committee meeting held on **02nd Feb 2026 (Paper)**

RESOLVED: Minutes unanimously agreed and to be signed by chair.

SC26/04

PUBLIC QUESTION TIME

(Limited to 2 minutes a person and 10 minutes maximum total)

Cllr E Larcombe - Read out a prepared statement regarding the DRCCT. He was reminded that he was not recognized as the DRCCT.

Cllr E Larcombe and Cllr M Davies left the meeting

SC26/05

TERMS OF REFERENCE

To note TOR's approved by full council on 11.05.2026 Minute Ref: 26/09b (**Paper**)

Noted

SC26/06

MEMBERSHIP OF COMMITTEE

1. To note Cllr C Wise was appointed as Chair of the Staffing Committee (Council Meeting on 11.05.2026. Minute Ref: 26/08e)

Noted

2. To note Cllr B Picot was appointed as Vicechair of the staffing Committee. (Council Meeting 11.05.2026, Min ref 26/08f)

Noted

3. Cllr D Buckley, Cllr A Clemens, Cllr S Young were appointed as members to the staffing committee. (Council Meeting 11.05.2026, Min ref 26/08d)

Noted

SC26/07

ADMINISTRATION

To review and discuss the digital transformation proposal by Cllr Picot and consider recommendation to full council (*Paper*)

Members discussed the proposal and agreed to recommend to full council for review and consideration.

ACTION: Cllr Wise to put forward recommendation at next council meeting.

ACTION: Clerk to add to July Agenda

SC26/08 **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.

RESOLVED

No public or press at the meeting

SC26/09 **SECURITY – PARISH OFFICE**

To review CCTV upgrade quote and consider recommendation to full council.

Recommendation to Full Council: **Approved.**

Proposed by Cllr Young and Seconded by Cllr Buckley. An upgrade to CCTV is required to ensure the safety of staff.

ACTION: Clerk to add to July Agenda

SC26/10 **STAFF GRIEVANCE REVIEW**

Committee received an update on an ongoing staffing matter. Actions were agreed in line with policy. *This item was discussed in confidential session.*

SC26/11 **DEPUTY CLERK POSTION REVIEW**

The Committee noted that the new Deputy Clerk has been a highly valuable asset to the Council, demonstrating strong capability, professionalism, and a positive contribution to the day-to-day running of the office. Members expressed appreciation for her work and the improvement in office capacity since her appointment.

SC26/12 **MATTERS ARISING**

- Clerk advised that her son came to do work experience and took images of all assets for Civic.ly and uploaded to the package.
- Appraisals – Noted that both members of staff have been appraised.
- Civic.ly to be used to log works for staff and contractors and monitor completion.

SC26/13 **ANY OTHER BUSINESS**

Discussion re the Incident at Cemetery

ACTION: Clerk to write to parties re conduct.

Members discussed concerns regarding councillor conduct and the limitations of current legislation relating to sanctions for bullying and harassment.

ACTION: Clerk to write to the MP as instructed to highlight these concerns and to seek support for strengthened statutory protections.

Discussion re zero tolerance policy.

ACTION: Clerk to draft a zero-tolerance policy bring to council for approval

SC26/14 **NEXT STAFFING COMMITTEE MEETING – As and when required**

Meeting closed at 5.10pm