



# Datchet Parish Council

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## MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE PARISH COUNCIL OFFICE ON 02<sup>nd</sup> FEBRUARY 2026 at 4:00pm

**Present:** Cllr C Wise (Chairperson), Cllr B Picot, Cllr S Young (Committee Members)

**Also in attendance:** Cllr E Larcombe (non- committee councillor)

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

**Public:** 0

**SC 25/22 APOLOGIES FOR ABSENCE**  
Cllr A Clemens and Cllr D Buckley,

**SC 25/23 DECLARATION OF INTERESTS**  
None

**SC 25/24 MINUTES**  
**RESOLVED:** The minutes of the Staffing Committee meeting held on 16<sup>th</sup> Oct 2025 were approved as an accurate record and were signed by the Chairperson. **UNANIMOUSLY AGREED**

**SC 25/25 PUBLIC QUESTION TIME**  
(Limited to 2 minutes a person and 10 minutes maximum total)  
Cllr E Larcombe noted that DRCCT Issue is still not resolved.  
Cllr E Larcombe then left the meeting.

**SC 25/26 TERMS OF REFERENCE**  
To note updated TOR's approved by full council on 10.11.025 Minute Ref: 25/187b (*Paper*)  
**NOTED**

**SC 25/27 MEMBERSHIP OF COMMITTEE**  
1. To note that Cllr Glover has resigned from Datchet Parish Council.  
**NOTED**  
2. To note the appointment of Cllr Picot to the staffing committee. (Council Meeting 12.01.2026, Min ref 25/226c)  
**NOTED**

**SC 25/28 VICE CHAIR**  
To appoint a vicechair  
**RESOLVED:** Cllr Young appointed as vicechair until May 2026 ASM  
Proposed by Cllr Wise and seconded by Cllr Picot **UNANIMOUSLY AGREED**

**SC 25/29 OFFICE/ADMINISTRATION**

To note resignation of admin assistant.

**NOTED**

**SC 25/30 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 25/31 DEPUTY CLERK ROLE**

1. To note that the Council approved the creation of a full-time Deputy Clerk position and authorised the Clerk and the Staffing Committee to manage the recruitment and appointment process. (Council Meeting 12.01.2026, Minute reference 25/226e)

**NOTED**

2. To review and agree the draft Job Description and Person Specification; confirm the most appropriate salary scale and SCP range; consider the proposed recruitment timetable; approve how and where the role will be advertised (including any costs); and agree the practical arrangements for shortlisting, interviews, and any assessment tasks. (*See papers*)

**ALL DISCUSSED AND APPROVED**

**SC 25/32 ACCOUNTS OFFICER ROLE**

- IR35 assessment completed – requirements satisfied.
- Contract in place – requires review and update.
- **ACTION:** Draft a master agreement template to be used consistently for all contractors.

**SC 25/33 MATTERS ARISING**

- Grievance update

**SC 25/34 ANY OTHER BUSINESS**

- Work Experience Placement: The Clerk's son has been approved to undertake a period of work experience within the Parish Office. Appropriate supervision and safeguarding arrangements will be in place.
- Clerk's Appraisal: The Clerk's annual appraisal is scheduled for March 2026.
- Cemetery Warden Appraisal: The Cemetery Warden's appraisal is scheduled to take place at the beginning of April 2026.

**SC 25/35 NEXT STAFFING COMMITTEE MEETING – As and when required.**

**MEETING CLOSED AT 17:00pm**

Chair Signature \_\_\_\_\_

Date: \_\_\_\_\_