

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 17 June 2025 at Pitstone Pavilion, commencing at 7.50pm.

In accordance with the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from this meeting due to the confidential/sensitive nature of the business.

SC1/25 ATTENDANCE AND APOLOGIES

Council present: Cllr Blunt (Chair), Cllr Nicholls & Cllr Saintey plus the Parish Clerk Mrs Eagling.

SC2/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received, and no other declarations were made by members.

SC3/25 MINUTES OF THE MEETING held on 4/2/25

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 4 February 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC4/25 CLERK'S REPORT

- Working at Heights training – Cllr Nicholls to complete.
- Legionella training – Facilities Manager to complete.
- Workplace Risk Assessment for the Facilities Manager – complete.
- Appraisals for Parish Assistant and Facilities Manager – complete.
- Volunteers Events scheduled for 12/9/25 and 15/1/26 – no action required until July.
- Hourly rate and grade increases implemented in April 2025 as requested.
- Voluntary PPP Editor – in place. Further assistance with Publisher to be provided.

SC5/25 STAFFING ISSUES

None.

SC6/25 MATTERS FOR REFERRAL TO FULL COUNCIL

None.

SC7/25 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next meeting for Tuesday 23 September 2025 at 7.30pm.

SC8/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 19.55.

Signed: *B Blunt*

Date: 23/9/25

Chairman