

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held in the office at Pitstone Pavilion on Tuesday 3 February 2026 at 7.30pm

Laurie Eagling, Clerk to the Council

Pitstone Pavilion, Marsworth Road, Pitstone
LU7 9FE Tel: 01296 767261

Signed *L Eagling*

Date: 22/1/26

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

However the minutes will still be published to our website pitstone.co.uk so you can all keep up-to-date.

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 23 September 2025 are a true and accurate record of the meeting.

4. CLERK'S REPORT ON MATTERS ARISING

To note the ongoing matters arising.

5. STAFFING MATTERS

- To note update on planning for Volunteers Event on 6/3/26 and determine any matters arising.
- To consider/determine hourly rate for litter pickers and asset checkers from April 2026 in light of National Minimum Wage increase.
- To undertake the annual appraisal for the Parish Clerk.
- To formally approve adopting the contracted annual SCP grade increase for the Parish Clerk effective from 1/4/26.
- To consider/approve adopting an Anti-Bullying and Harassment Policy and consider the draft, along with associated poster/notice.
- To undertake review of all employment contracts and determine matters arising.
- To undertake review of Standing Orders, Terms of Reference, Delegation Arrangements, Complaints Procedure and HR Policies to ensure consistency.
- To consider implications of upcoming Employment Rights Act and necessary actions arising.

6. REFERRAL TO FULL COUNCIL

To determine any matters outside the terms of reference of the committee that require referral to full council.

7. DATE AND TIME OF NEXT MEETING

To determine date and time of next meeting.