ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Tuesday the 7th July 2026 at 6.30pm.

Present: Cllr Edmunds, Cllr Kelsey, Cllr James.

In Attendance: Lynn Clarke, Parish Clerk, Julia Clarke, Chair of St Dennis Parish Council.

Cllr James arrived at 6.42 pm.

S1/26 Election of Chair.

Cllr Edmunds was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.
Cllr Edmunds was duly elected Chair of the Staffing & GDPR Committee.

S2/26 Apologies

None.

S3/26 Election of Vice Chair.

Cllr Kelsey was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.
Cllr Kelsey was duly elected as Vice Chair for the Staffing & GDPR Committee.

S4/26 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.

S5/26 To adopt the minutes of the Staffing Committee Meeting held on the 4th June 2026.

It was **Resolved** to adopt the minutes. All present in favour.

S6/26 Matters arising from the last meeting.

- The uplift of hours has been implemented and to date all the hours allocated have not been used.
- Staff have been advised on the glasses allowance.
- The Strimming and handheld hedge cutting training have been undertaken.
- The contracts have not been amended.
- The absence management policy has been circulated but no agreements have been received.
- The disciplinary & Grievance polices have not been updated.
- The Equality & Diversity Policy and the Dignity at work Policy have been uploaded to the website.

S7/26 To retrospectively agree the decision and costs to appoint Bright HR.

It was **Resolved** to approve the decision to appoint Bright HR to undertake an investigation. The initial costs of £2000 were agreed but it was noted that additional funds would be required and will be agreed retrospectively. Proposed, seconded, all present in favour.

S8/26 To retrospectively agree the dates for the advertisement of the Clerk Vacancy.

It was **Resolved** to advertise from the 14th July 2026 until the 14th August 2026. With an agreed date for the interviews of the 21st August 2026. Proposed, seconded all present in favour.

S9/26 To discuss and agree how payroll will be managed until a new member of staff has been appointed.

The Clerk advised that Aalgaard Renshaw have been contacted but the quotation has not yet been received. Other options discussed included contacting St Stephens Parish Council, Contacting CALC, the Clerk offered to undertake the payroll for the end of the month and the possibility of an external accountant. It was **Resolved** for the Clerk to approach Calc, St Stephen in Brannel and Aalgaard Renshaw and for the costs to be agreed via email.

S23/26 Any other urgent relevant confidential item, for information, that the Chair Considers Appropriate.

The Clerk raised concerns regarding temporary cover highlighting that the role at 3 hours per day is not practical for those who need to travel to St Dennis suggesting that compressed hours may be more appropriate for the temporary position.
The Clerk also requested clarification on the appointment of a temporary worker, asking if the Committee required to undertake a full interview or hold an initial meeting with prospective candidates.
The Committee advised that compressed hours covering two days per week could be considered if required and an initial introduction meeting would be sufficient.

There being no other business the Chair closed the meeting at 7.00 pm.

Signed……Date……...

Chair of the Staffing and GDPR Committee Meeting