



# MINUTES

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**Committee:** Staffing Committee  
**Date:** Monday 11 April 2025  
**Time:** 10.00am  
**Venue:** Parish Council Office

## Present

Cllr Mike Warner (Chairman)  
Cllr Jan Evans  
Cllr Vivienne Hodges

## Also Present

Samantha Parkin (Clerk)

## 07/2025 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## 08/2025 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

## 09/2025 MINUTES

It was proposed by Cllr Hodges, seconded by Cllr Evans and **resolved to accept and sign** the minutes of the meeting held on 20<sup>th</sup> January 2025 as a correct record.

## 10/2025 CONFIDENTIAL INFORMATION

It was proposed by Cllr Warner that in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw.

## 11/2025 CLERK'S SALARY

The Clerk had circulated the SLCC's Job Evaluation guide, and the current Local Government Association pay scales prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Hodges and **resolved to approve** an increase in the Clerk's salary to spinal column point (SCP) 28, along with an additional two days of annual leave per year (pro rata), effective from 1st April 2025.

### 12/2025 CONTINGENCY PLAN

The draft Clerk's Absence Contingency Plan had been circulated with the agenda. The committee agreed the contingency plan was well-structured and provided clear guidance for covering the Clerk's absence. Cllr Warner suggested councillors attend a session with the Clerk to familiarise themselves with key tasks and trial selected duties during the Clerk's next period of leave.

It was proposed by Cllr Hodges, seconded by Cllr Evans and **resolved to present** the contingency plan to the full council for the allocation of the designated roles.

The Chairman closed the meeting at 10.43am.