



GORING-ON-THAMES PARISH COUNCIL

Minutes of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Wednesday 1st April at 11am at The Old School, Station Road, Goring

All Councillors who are members of the committee are summoned to attend the meeting.

Members of the public and press are invited to attend all meetings of the council and its committees.
(Public Bodies (Admission to Meetings) Act 1960)

At the start of the meeting, Questions and comments from members of the public (limited to 10 minutes in total)
This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Members:

Cllr T Thurston (TT)
Cllr S Lofthouse (SL)
Cllr B Urbick (BU)

Officers Present:

Deputy Clerk N Mallen (NM)

Public and Press: None

Meeting started 11:30

Motion without Notice:

25.58.1. To appoint a Chair for this Committee Meeting[LGA 1972 ss15(2) and 34(2)]

NB a temporary Chair does not sign a declaration of office.

Unanimously Approved to appoint Cllr Urbick as Chair of this Staffing Committee Meeting

AGENDA

25.58.2. To receive apologies for absence (LGA 1972 s85(1))

Apologies received from Cllr B Newman



25.58.3. Declarations of Interests [LA 2011 s31]

None

25.58.4. To consider requests for Dispensations [LA 2011 s33]

None

25.58.5. To approve the minutes from previous meetings

25.58.5.1. Meeting held on 22nd January 2026

Unanimously approved

25.58.6. To approve that the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.

Unanimously approved

25.58.7. Motion without Notice:

To move items 6.1, 6.2 and 6.4 to the Public Agenda

Unanimously approved

25.58.6.1. To discuss the implications of the resignation of the WhiteHill Burial Ground Clerk, from 7th April and approve actions.

Unanimously approved:

1. To propose a Motion to Full Council to amalgamate the current Deputy (Voluntary Assistant) Clerk role with the WHBG Clerk role, combining the hours to create a new role estimated at 17 (+5 discretionary) hours/week. A new combined job spec to be presented to Full Council for approval.
2. To create a Voluntary Councillor Archiving Project Group to tackle the backlog of undigitized Burial records. Deputy Clerk to provide training on appropriate procedures.
3. To instigate giving all members of the Staffing Committee editorial access to Scribe Cemeteries
4. To review progress on WHBG Natural Burial project
5. To pass thanks to the Deputy Clerk for agreeing to take on the workload from the WHBG post
6. To ask the Finance Committee about separating out WHBG funds



25.58.6.2 To finalise and approve the proposal for the new Assistant Facilities Manager role.

Unanimously approved to recommend the proposed Job Specification to full Council with the following changes:

1. Alter the hours proposed for the role to 33-37 hours (4 discretionary)/month
2. Remove the word “manager” from the job role
3. Add the phrase "utilise the PPE provided"
4. Add the phrase “requirement to undertake training in Playground safety inspection and FixMyStreets Superuser Status”

25.58.6.4 To evaluate the staff appraisal cycle for 2025/6, discuss and approve the staff appraisal cycle for 2026/7

Unanimously approved :

1. To adopt a new format for documenting appraisals in 2026/7. BU to share NALC based template for further discussion
2. To seek “constructive” feedback from councillors rather than “positive”
3. That BN/BU conduct appraisal for the Clerk in 2026/7
4. That SE lead the appraisal process for her Clerking team, alongside 1 member of Staffing Committee for each appraisal

25.58.8. Matters for Further Discussion

25.58.8.1. At the next Staffing Committee Meeting, to discuss advertising the new combined Deputy Clerk role

25.58.8.2. To interrogate the current M&C contract, the mechanism used for paying the gravedigger and to consider separate strategies for the levelling up and down of graves outside of the M&C contract.



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25.58.9. To approve the following motion in view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they will be instructed to withdraw. *By reason of confidential business relating to employment.*

Confidential Papers

25.58.9.1 To note the PIP in place

Noted

Meeting Closed 12.47pm