

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

Thursday 9th July at 2pm at The Old School, Station Road, Goring

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

Members:

Chair	Cllr B Newman (BN) Cllr S Lofthouse (SL) Cllr A Povey (AP)
Non-Member	Cllr T Thurston (TT)

Officers Present:

Clerk	S Edmunds (SE)
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Public and Press: None

Meeting Started 14:03

AGENDA

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

Apologies received from Cllr M Stares (MS)

26.15.2. Declarations of Interests [LA 2011 s31]

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

None required

26.15.3. To approve the minutes from previous meetings

27.7.3.1. Meeting held on 4th June 2026

Unanimously Approved

26.15.4. To confirm the time and date of the next scheduled meeting: 2pm, Thursday 8th October 2026

26.15.5. To approve the following documents

Appendix A

27.7.5.1. Clerk Team Out-of-Hours Communication and Contact Policy

27.7.5.2. Clerk Team Sick Pay Report Form

Updated in the meeting and unanimously approved to put before Full Council for approval on 13th July

26.15.6. To consider and, if thought fit, 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

Unanimously approved the motion

Unanimously approved Cllr T Thurston to remain for confidential items

26.15.7. To approve actions from the following:

27.7.7.1. Quarterly Review of Staffing Team hours

- Clerk & Deputy Clerk to construct new timesheets to state contractual hours by month and working pattern, adding columns per work type.
- Facilities Assistant- book training for playground inspection. Time sheet to move to task driven- five column items: 1.cleaning maximum 4.5 hours, 2.weekend hours for watering/bin emptying, 3.once a week 30 mins one evening by arrangement Bourdillon to check the playground, and litterpick if time 4. tasks from Facilities Manager 5. Holiday taken– Facilities Manager to document tasks in advance with a w/c instruction
- Facilities Manager- Set up a fault register- Timesheet columns: 1.admin 2. Weedripping 3. Playgrounds 4. Pavilions 5.general maintenance inc watering 6.other – State which grid week you are on 7.Holiday Taken
- Deputy Clerk – Columns 1.admin 2.projects 3. committees & WG 4.WHBG 5.training (eg CILCA) 6.Holiday
- Clerk Columns 1.Finance 2.Audit 3.Admin 4.Meeting Admin 5.clerking 6.Team Management 7.Meeting 8.Other 9.Holiday

Unanimously Approved all the above actions

27.7.7.2. Grounds & Facilities Manager end of probation review

B.N to write a letter to be issued to accompany the review

Unanimously Approved

27.7.7.3. Facilities Assistant end of probation review

B.N to write a letter to be issued to accompany the review

Unanimously Approved

27.7.7.4. To review any adjustments required by clerk team

JM to continue as the cleaner for a maximum of 4.5 hours per week rather than outsourcing to external contractor

Unanimously Approved

27.7.7.5. Review of any new changes to employment law.

Summary of changes noted and all policies to be updated as appropriate. In view of the ERA and changes from October 2026 the Staffing Committee recommend outsourcing HR and Payroll services at an annual cost of up to £3k

Unanimously Approved

27.7.7.6. Review of Staffing Committee process.

Agreed to not give a Staffing Committee Report and replace with a standing item called "To consider and approve recommendations from the Staffing Committee Review"

Unanimously Approved

27.7.7.7. Clerk new NALC Employment Contract

Unanimously Approved all the above actions

Meeting closed 14:03