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

**Thursday 17th September at 3pm at The Old School, Station Road, Goring**

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

**Members:**

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| Chair | Cllr B Newman (BN) |
| | Cllr M Stares (MS) |
| | Cllr S Lofthouse (SL) |

**Officers Present:**

None

**Public and Press:** None

**Meeting Started 15:00**

## AGENDA

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

Apologies received from Cllr A Povey (AP)

**26.25.2. Declarations of Interests [LA 2011 s31]**

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

None required

**26.25.3. To approve the minutes from previous meetings**

27.7.3.1. Meeting held on 9th July 2026

**Unanimously Approved**

27.7.3.2. Actions from last minutes:26.15.7 Review of hours & timesheets needed. Not delivered. Follow up with Clerk and push to Oct meeting. (Action Email from SC to Clerk to put forward to October meeting)

**26.25.4. Confirmed the time and date of the next meeting: 2pm, Thursday 8th October 2026**

**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.**

**Unanimously approved the motion**

**26.25.5. Motion without Notice:**

Voted to appoint Mike Stares as Chair of Staffing.

Cllr M Stares
Chair to the Committee

08.10.2026

**26.25.6. To approve actions from the following:**

27.7.6.1. Moved up Clerk Contract

We would like to avoid the need for weekend working and the need for additional hours in total
**Action:** BN to draft letter to the Clerk confirming she has declined the new contract and will be retained on her 2022 contract, with enforcement of contract terms and monthly sign off for any potential hours required.

Pension issue raised by the clerk. It has been agreed that additional pension time should be added to her pension pot.

**Action:** Staffing will advise Finance.

27.7.6.2. Assistant Facilities Manager sick leave absence

Clerk and Staffing will prepare an ad for temp facilities assistant. Ask Deputy Clerk to put together a Job Description. Note the impact of the Deputy Clerk stepping back from any facilities work is approx. 1 day a week £15-20 p hour.

**Action:** Clerk to alert Finance re extra cost and advertise role

27.7.6.3. Consider options for temporary cover for Assistant Facilities manager

**Unanimously Agreed** Temp cover for cleaning at up to £25 per hour(commercial quote).Cleaning is needed Sat & Sun at both Gardiner & Sheepcot after matches.

**Action:** Clerk to advertise, make contact etc. Staffing Committee to advise finance re costs

27.7.6.4. Staff Appraisals and Quarterly Informal Reviews: update on preparations, dates, and details of who will conduct each appraisal.

Recommend that 6 monthly and not quarterly reviews are appropriate. Annual Appraisals should be held last week of Nov.

SL & BN – Clerk
AP & MS – Deputy Clerk
MS & NM – Kevin
KS & SE – Jerry

**Action:** Staffing Committee to advise Clerk to let Team know

27.7.6.5. Draft Contract for Deputy Clerk and advertising post – update

27.7.6.6. Deputy Clerk Contract should be prepared for advertising the post in November, with interviews December for in post Jan 27. This should be a NALC contract based on a 4 day week, 28 hours and include project management. Agreed we should look at similar roles to confirm grade and what a job description might look like.

**Action:** Staffing Committee to put together JD plus Ad for agreed position and delegate Clerk to action

27.7.6.7. Consider potential for a Communications / Community Engagement Officer

Scope IT role – ask Nick/Toby for research

**Action:** Staffing Committee to ask Dept Clerk and chair for input and costs

27.7.6.8. Staffing records storage

**Action:** BN to ask Worknest how we use their portal for storage

Cllr M Stares
Chair to the Committee

08.10.2026

27.7.6.9. Maximising Value from WorkNest.

**Action**: BN to establish who is our account manager and best practice going forward

**Meeting closed 16:30**

Cllr M Stares
Chair to the Committee

08.10.2026