

MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: clerk@marketlavingtonparishcouncil.gov.uk
VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

30th December 2025

To Councillors:

Fred Davis; Di Fraser; Duncan Poole; Chloe Stevens; Laura Turner-Scott (Chair).

You are hereby summoned to attend a **Meeting** of the **Staffing Committee** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 6th January 2026 at 6.00pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO



AGENDA

Meeting of the Staffing Committee

6.00pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk (or appointed administrator) may also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

Item for Discussion	
25/26-180	Attendance and Apologies for Absence To receive any apologies for absence and consider reasons for non-attendance.
25/26-181	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received. Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.
25/26-182	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
25/26-183	Minutes of Council Meetings To receive an update on the recording of discussions and decisions under taken in confidential session. Meeting of the Staffing Committee held on the 2 nd September 2025 - To approve and sign the minutes as a correct record of the meeting. Meeting of the Staffing Sub-Committee held on the 27 th November 2025 - To approve and sign the minutes as a correct record of the meeting.
25/26-184	Changes to Employment Related Legislation and Policies To receive an update on forthcoming changes to employment legislation, also of HR provision for Parish Councils. To make any decisions regarding associated updates to Staffing Committee related policies.

25/26-185	Resolution Relating to Confidential Nature
To pass a resolution that in accordance with Standing Order 3d in view of the special or 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.	
25/26-186	Review of Finances 2025/26
To review the expenditure report for the 2025/26 financial year for those budgets specifically linked to the Staffing Committee.	
25/26-187	Payroll, Salaries, and Pensions
To receive a report and make any associated decisions to include salary rates, pensions, and the monthly payroll. To include consideration of pension policies required to be adopted as part of the Wiltshire Pension Fund.	
25/26-188	Workload, Training, Hours, Priorities
a) To consider workload and hours allocated, along with priorities. To undertake time and motion review and look at efficiencies. To determine if any additional hours are required, whether as a temporary or permanent basis. b) To consider any staff training and development requirements. c) To make recommendations to the Finance Committee and Full Council regarding any future budget requirements or processes.	
25/26-189	Annual Performance Reviews
To review the process and documentation relating to staff appraisals, to consider any changes and make associated decisions. To receive an update on current objectives and make plans for future appraisal meetings.	
25/26-190	Other Staffing Matters
Opportunity for Councillors / Clerk to bring any matter not on the agenda to the committee for attention (for information, anything requiring decision will be carried forward to a future meeting).	
25/26-191	Resolution to Revert Confidential Session
To pass a resolution that the meeting is reverted to open session and that the confidential session is no longer required.	
25/26-192	Items for next agenda
Opportunity for Councillors to identify any matter to be included on the agenda for the next Staffing Committee meeting.	
25/26-193	Date and Time of Next Meeting
The next meeting of the Staffing Committee is to be determined.	