

# MARKET LAVINGTON PARISH COUNCIL

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27<sup>th</sup> May 2026

## 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 2<sup>nd</sup> June 2026 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West  
Parish Clerk & RFO



## AGENDA

### Meeting of the Staffing Committee

7.15pm

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 will also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

It is reminded that Market Lavington Parish Council has signed up to the NALC Civility & Respect Pledge under which the Council has agreed to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

Items for Discussion	
<b>26/27-022-SC0206</b>	<b>Attendance and Apologies for Absence</b>
To receive any apologies for absence and consider reasons for non-attendance.	
<b>26/27-023-SC0206</b>	<b>Declarations of Interest and Dispensations to Participate</b>
a) To receive declarations of interest in respect of matters contained in this agenda.	
b) To receive any dispensation requests received.	
<b>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.</b>	
<b>26/27-024-SC0206</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b>
Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.	
<b>26/27-025-SC0206</b>	<b>Minutes and Actions</b>
Meeting of the Staffing Committee held on the 6 <sup>th</sup> January 2026 - To receive the already approved minutes of the last meeting and to review any actions raised.	
<b>26/27-026-SC0206</b>	<b>Staffing Sub-Committee</b>
To appoint a Staffing Sub-Committee to work in line with the agreed Terms of Reference and Delegations.	

<b>26/27-027-SC0206</b>	<b>Committee Membership and Terms of Reference</b>
To review the Staffing Committee Terms of Reference and discuss any suggested changes for recommendation to Full Council for adoption.	
<b>26/27-028-SC0206</b>	<b>Staffing Related Policies &amp; Procedures</b>
To review the list of policies that have been allocated to the Staffing Committee and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment. To include update on HR Provision for Parish Councils.	
<b>26/27-029-SC0206</b>	<b>Risk Register</b>
To note the sections of the Risk Register associated with the delegations for the Staffing Committee and to make plans for the review of this document and associated risk assessments throughout the forthcoming council year.	
<b>26/27-030-SC0206</b>	<b>Resolution Relating to Confidential Nature</b>
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.	
<b>26/27-031-SC0206</b>	<b>Review of Finances 2026/27</b>
To review the expenditure report for the 2026/27 financial year for those budgets specifically linked to the Staffing Committee.	
<b>26/27-032-SC0206</b>	<b>Payroll, Salaries, and Pensions</b>
To receive a report and make any associated decisions regarding salaries, pensions, and the monthly payroll.	
<b>26/27-033-SC0206</b>	<b>Workload, Training, Hours, Priorities</b>
a) To consider workload and priorities, especially in conjunction with the rollout of MS Teams. b) To receive update on other time saving efficiencies being investigated (including software). c) To consider any staff training and development requirements. d) To note staff annual leave bookings and status.	
<b>26/27-034-SC0206</b>	<b>Annual Performance Reviews</b>
To review the proposed draft staff appraisal and personal development plan documents, to consider any changes and make associated decisions. To receive an update and make any decisions on current objectives and plans for future appraisal meetings.	
<b>26/27-035-SC0206</b>	<b>Other Staffing Matters</b>
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).	
<b>26/27-036-SC0206</b>	<b>Resolution to Revert Confidential Session</b>
To pass a resolution that the meeting is reverted to open session and that the confidential session is no longer required.	
<b>26/27-037-SC0206</b>	<b>Items for Next Agenda</b>
Opportunity for Councillors to identify any matter to be included on the agenda for the next Staffing Committee meeting.	
<b>26/27-038-SC0206</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b>
Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.	
<b>26/27-039-SC0206</b>	<b>Date and Time of Next Meeting</b>
The next meeting of the Staffing Committee is scheduled to be held on Tuesday 2 <sup>nd</sup> February 2027, unless another meeting is deemed necessary beforehand.	