



Parish Clerk: Helen Jenkins
Village Hall, Farrington Road
Paulton. BS39 7LW
Telephone: 01761 413644 Fax: 01761 413679
E-mail: clerk@paultonparishcouncil.gov.uk
Website: www.paultonparishcouncil.org.uk

IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972
SCHEDULE 12 PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)
NOTICE IS GIVEN THAT A MEETING OF PAULTON PARISH COUNCIL STAFFING COMMITTEE

WILL BE HELD ON **TUESDAY, 3rd FEBRUARY 2026 at 6:00pm**

IN THE MEETING ROOM, VILLAGE HALL, PAULTON

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN
TAKEN TO PROHIBIT THEM

PUBLIC SESSION

For 10 minutes prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chairman, Chairmen of Standing Committees or Parish Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

During this time, outstanding answers from previous meetings will be delivered.

To:- Councillors Bancroft, Ford, Lyons and Norman.

You are hereby summoned to attend a meeting of the Staffing Committee of Paulton Parish Council on Tuesday 3rd February 2026. The agenda for the meeting appears below.

Helen Jenkins
Parish Clerk

Agenda

1 – APOLOGIES FOR ABSENCE

To note any apologies for absence.

2 - DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 30th November 2021) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3 – CONFIRMATION OF MINUTES

That the minutes of the Staff Committee meeting held on 11th November 2025 to be approved as a correct record and signed by the Chairman.

4 – CALCULATION OF LEAVE CORRECTION

To approve payment in lieu of leave due to a miscalculation in a previous leave year.

5 – AMENDMENT TO STAFF CONTRACTS

To approve an amendment to bring the leave allowance in line for all Paulton Parish Council Staff.

6 – TITLE OF OFFICE STAFF

To discuss and approve, if agreed a request following the appraisal meetings.

7 – EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

8 – CAFÉ STAFF EMPLOYMENT

Arrangement leading up to 31st March 2026.

9 – GROUNDSMAN REMNERATION QUERY

To discuss a query raised at appraisal.