

PAULTON PARISH COUNCIL

Minutes of the Staffing Committee meeting held at the Village Hall
on Tuesday 3rd February 2026 at 6.00pm.

PRESENT: Cllrs Bancroft, Ford, Lyons (Chairman) and Norman

IN ATTENDANCE: Helen Jenkins – Clerk

Minutes

01-26 - APOLOGIES FOR ABSENCE

To note any apologies for absence.

All Cllrs present.

02-26 - 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.

Cllr Norman for Café items.

03-26 CONFIRMATION OF MINUTES

Resolved That the minutes of the Staffing Committee meeting held on 11th November 2025 were approved and signed by the Chairman.

04-26 CALCULATION OF LEAVE CORRECTION

Resolved to make a payment in lieu of leave due to a miscalculation in a previous leave year.

05-26 AMENDMENT TO STAFF CONTRACTS

Deferred while Clerk investigates if there is a standard recommendation for Council staff leave.

06-26 TITLE OF OFFICE STAFF

Resolved that the Committee recommends the title be changed to Assistant to the Clerk.

07-26 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.

08-26 – CAFÉ STAFF EMPLOYMENT

The Clerk gave an update on the employment status of the Café staff.

09-26 – GROUNDSMAN REMNERATION QUERY

Deferred for the Clerk to refer to the local association for Councils for advice.

The meeting closed at 7:52pm

Signed.....
Chairman

Date.....