

# West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

[Clerk@WestIlsley.org](mailto:Clerk@WestIlsley.org)

To: All Members of West Ilsley Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

## Notice of Meeting

MEETING: Full Council

DATE & TIME: Tuesday 14<sup>th</sup> November 2023 at 7:30pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

*S. Marshman*

Dr. S. Marshman, PSLCC, Clerk to the Council

8<sup>th</sup> November 2023

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## Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any Requests for Dispensation from Members declaring a [Disclosable Pecuniary Interest](#)  
*N.B. Councillors should confirm the category of interest that is being declared.*
3. To receive:
  - 3.1 Questions or comments from members of the public regarding items on the agenda<sup>1</sup>
  - 3.2 Representations from any member who has declared an [Other Registerable Interest or Non-Registerable Interest](#)
4. To approve the [Minutes of the Parish Council Meeting held on 5<sup>th</sup> September 2023](#)
5. To discuss any matters arising from the Minutes of the previous meeting
6. To review the [Minutes and Recommendations of the Staffing Committee meeting held on 12<sup>th</sup> October 2023](#)
7. To receive a report from the District Councillor

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<sup>1</sup> Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chair. A question shall not require a response at the meeting nor start a debate. The Chair of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

8. To consider the following planning applications and to receive an [update on planning application responses and decisions](#)
  - [23/02481/FULMAJ Hodcott Buildings, West Ilsley Stables, West Ilsley](#) - Redevelopment of Hodcott Buildings to allow the repair, restoration, extension to, and change of use of the Grade II listed threshing barn to residential use; the re-building of the former cottages to provide ancillary accommodation; associated building operations and landscaping
  - [23/02483/LBC Hodcott Buildings, West Ilsley Stables, West Ilsley](#) - Redevelopment of Hodcott Buildings to allow the repair, restoration, extension to, and change of use of the Grade II listed threshing barn to residential use; the re-building of the former cottages to provide ancillary accommodation; associated building operations and landscaping
9. Finance:
  - 9.1 To consider approving the payments listed on the [Finance Report](#)
  - 9.2 To note the most recent [bank reconciliation](#)
  - 9.3 To receive any reports from the Internal Controller
  - 9.4 To receive the most recent [Quarterly Budget Report](#) (*where applicable*)
10. To receive an update on the Village Hall
11. To consider the [budget](#) and set the precept for 2024/2025
12. To review the [Reserves Policy](#) and the earmarked reserves
13. To ratify the purchase of a wreath for the Remembrance Parade
14. To consider [making a donation to the West Berkshire Library Service](#)
15. To consider contributing towards the costs of the Clerk attending the SLCC Practitioners' Conference
16. To consider amendments to the [Staffing Committee Terms of Reference](#)
17. To review the following policies
  - [Scheme of Delegation](#)
  - [Health and Safety](#)
  - [Vexatious Complaints](#)
  - [Temporary Scheme of Delegation](#)
  - [Equality Policy](#)
  - [Dignity at Work Policy](#)
  - [Disciplinary & Grievance Policy](#)
  - [Training & Development Policy](#)
18. To receive an update on the WIRSA constitution
19. To receive an update on speeding
20. To receive an update on the closure of the West Ilsley Parish Council Trust
21. To discuss matters for future consideration or for information

# Supporting Documents

## Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

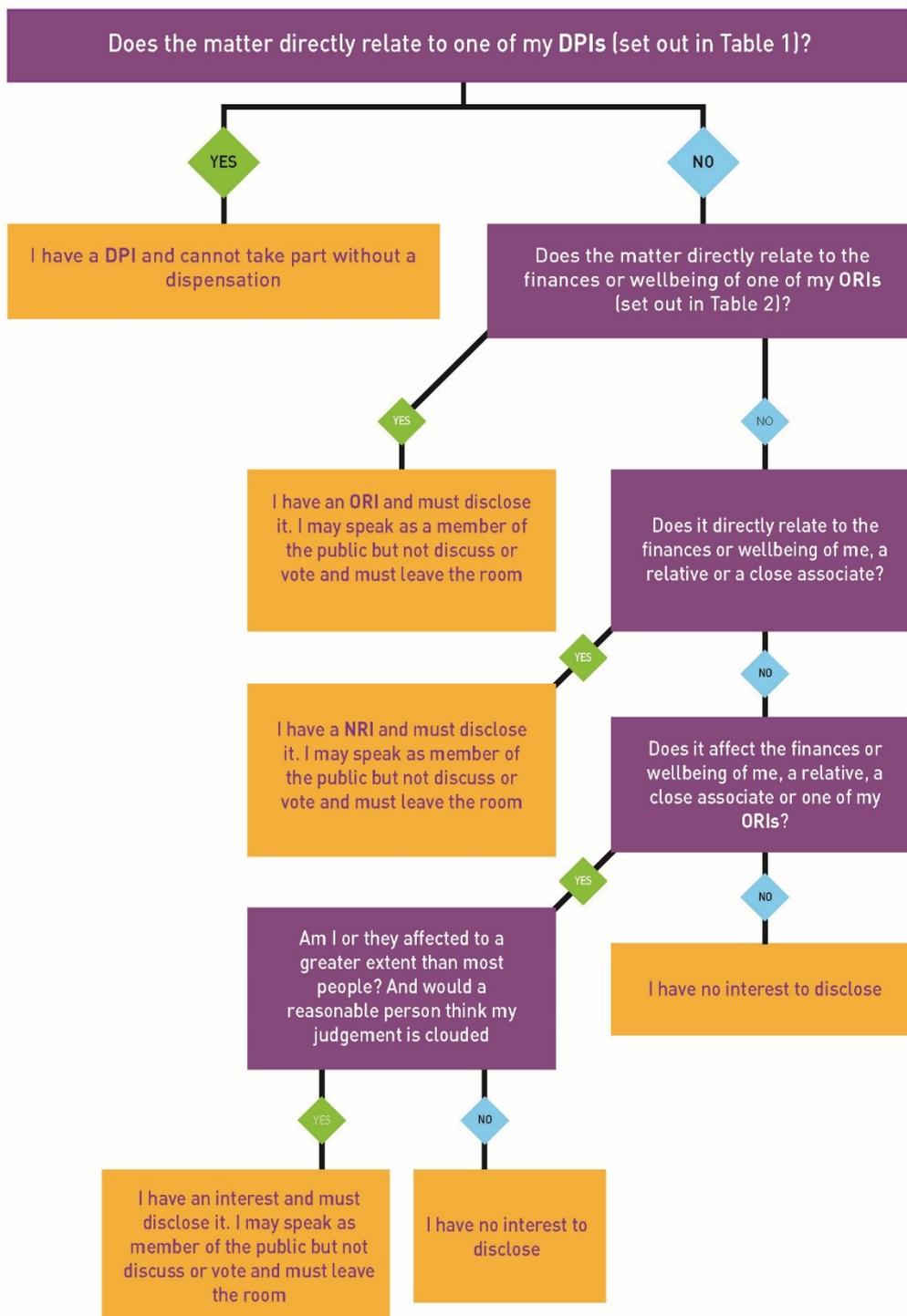


Table 1: Disclosable Pecuniary Interests

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and* property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one-hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## Agenda Item 8: To receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
23/02214/AGRIC	Land West Of Cold Harbour Cottages and South Of Road, Part Of Rowles Farm, West Ilsley	Application to determine if prior approval is required for a proposed: New building - Installation of 4 no. fertiliser tanks and containment bund.	Only comments were requested
<p><b>Comments:</b></p> <p>The towers have already been built and are visible from the highway and also from distant views from the Ridgeway and footpaths to the south of the site.</p> <p>The development is in the AONB and very special circumstances are required to overcome the impact on the openness.</p> <p>There are no permanent buildings in this immediate locality. It is not a farmyard although straw and big bales of silage are stored temporarily and out in the open.</p> <p>The council queries why these are not sited within the existing farmyard at Harcourt. They could then be considered to be part of the existing farmyard and buildings and with a suitable farm access off the highway.</p> <p>The council would query whether risk assessments are required due to the nature of the contents and the proximity of the replacement garage with residential annex at Harcourt House that was approved under planning application 23/01497/HOUSE and with other nearby dwellings.</p>			

West Berkshire District Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
23/00823/HOUSE and 23/00824/LBC	Downs House, Main Street, West Ilsley	New two storey rear extension with additional boiler, single storey side extension and associated internal and external alterations.	Approved
23/02214/AGRIC	Land West Of Cold Harbour Cottages and South Of Road, Part Of Rowles Farm, West Ilsley	Application to determine if prior approval is required for a proposed: New building - Installation of 4 no. fertiliser tanks and containment bund.	Withdrawn
22/03131/HOUSE	15B Main Street, West Ilsley, RG20 7AR	Removal of existing single storey extension, and erection of two storey extension	Approved
23/01497/HOUSE	Harcourt House, West Ilsley, RG20 7AS	Demolition of existing garage. Replacement garage with residential annex over.	Approved
23/01913/HOUSE	1A The Maltings, West Ilsley, RG20 7AX	Single storey side extension with proposed terrace extending from front (south west) elevation	Approved

## Agenda Item 9: Finance

### Finance Report

#### Status at last bank reconciliation 31st October 2023

Account	Amount
Lloyds Current	£11,004.16
Lloyds Savings	£31,261.37
<b>Total</b>	<b>£42,265.53</b>

Income	Amount
Precept	£5,350.00
Grant for Village Hall windows	£3,000.00
Interest	£61.44
<b>Total</b>	<b>£8,411.44</b>

#### Payments to be approved

Payment Date	Payee	Payment Detail	Amount
05-Sep-23	Castle Windows	Balance for Village Hall windows	£4,900.00
15-Sep-23	Hugo Fox	Website hosting per month	£11.99
18-Sep-23	Just Host me	Email hosting for year	£57.46
18-Sep-23	CCB	Membership	£42.00
21-Sep-23	Staff Costs	Staff costs Sep	£337.43
27-Sep-23	Post Office	Stamps	£6.00
06-Oct-23	Poppy Shop	Wreath for Remembrance Parade	£20.99
16-Oct-23	Hugo Fox	Website hosting per month	£11.99
18-Oct-23	Staff Costs	Staff costs Oct	£338.93
23-Nov-23	Staff Costs	Staff costs Nov	£521.23
<b>Total</b>			<b>£6,248.02</b>

Bank Reconciliation – to 31<sup>st</sup> October 2023

<b>West Ilsley Parish Council - Bank Reconciliation Oct-23</b>			
	<b>Lloyds Current</b>	<b>Lloyds Savings</b>	<b>Total</b>
<b>Opening Cash Account Balance - 1st October 2023</b>	<b>£6,026.07</b>	<b>£31,232.62</b>	<b>£37,258.69</b>
Add: Receipts in the month	£5,350.00	£28.75	£5,378.75
Less: Payments in the month	(£371.91)	£0.00	(£371.91)
Transfers	£0.00	£0.00	£0.00
<b>Closing Cash Account Balance - 31st October 2023</b>	<b>£11,004.16</b>	<b>£31,261.37</b>	<b>£42,265.53</b>
<b>Closing Balance of Bank Account - 31st October 2023</b>	<b>£11,014.16</b>	<b>£31,261.37</b>	<b>£42,275.53</b>
Add: Receipts not banked	£0.00	£0.00	£0.00
Less: Payments not Completed	£10.00	£0.00	£10.00
<b>Net Balances as at 31st October 2023</b>	<b>£11,004.16</b>	<b>£31,261.37</b>	<b>£42,265.53</b>
 <b><u>List of Receipts not Banked as at 31st October 2023</u></b>			
<b>Item</b>	<b>Amount</b>		
	<hr/>		
Total	£0.00		
	<hr/>		
 <b><u>List of Payments not Completed as at 31st October 2023</u></b>			
<b>Item</b>	<b>Amount</b>		
P2 A Councillor*	£10.00		
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Total	£10.00		
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* N.B. This payment is awaiting an update in the bank signatories			

## Quarterly Budget Report – to 30<sup>th</sup> September 2023

	Q1	Q2	23/24 Total	Budget	%
<b>Income</b>					
Precept	£5,350.00	£0.00	£5,350.00	£10,700.00	50.0%
Grants & Donations	£0.00	£4,100.00	£4,100.00	£2,100.00	195.2%
Interest	£48.76	£83.86	£132.62	£0.00	
Other	£0.00	£0.00	£0.00	£0.00	
<b>Total Income</b>	<b>£5,398.76</b>	<b>£4,183.86</b>	<b>£9,582.62</b>	<b>£12,800.00</b>	<b>74.9%</b>
<b>Expenditure</b>					
<b>Administration</b>					
Subscriptions/Fees	£70.82	£35.00	£105.82	£160.00	66.1%
Insurance	£498.20	£0.00	£498.20	£500.00	99.6%
Audit fees	£170.00	£0.00	£170.00	£580.00	29.3%
Office Equipment	£0.00	£7.50	£7.50	£20.00	37.5%
Training	£0.00	£0.00	£0.00	£150.00	0.0%
Staffing Costs/Expenses	£93.60	£101.48	£195.08	£430.00	45.4%
Meeting Rental	£0.00	£0.00	£0.00	£120.00	0.0%
Software Fees	£0.00	£0.00	£0.00	£100.00	0.0%
Website hosting	£10.00	£57.87	£67.87	£180.00	37.7%
Election Fees	£0.00	£0.00	£0.00	£150.00	0.0%
<b>Total Administration</b>	<b>£842.62</b>	<b>£201.85</b>	<b>£1,044.47</b>	<b>£2,390.00</b>	<b>43.7%</b>
<b>Playground</b>					
Annual Inspection	£117.00	£0.00	£117.00	£100.00	117.0%
Maintenance	£0.00	£825.00	£825.00	£500.00	165.0%
<b>Playground Total</b>	<b>£117.00</b>	<b>£825.00</b>	<b>£942.00</b>	<b>£600.00</b>	<b>157.0%</b>
<b>Village Maintenance</b>					
Defibrillator	£0.00	£0.00	£0.00	£100.00	0.0%
Mower Service	£0.00	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£0.00	£0.00	£1,100.00	0.0%
Tree Works	£0.00	£480.00	£480.00	£200.00	240.0%
Other	£29.98	£0.00	£29.98	£0.00	
<b>Village Maintenance Total</b>	<b>£29.98</b>	<b>£480.00</b>	<b>£509.98</b>	<b>£1,550.00</b>	<b>32.9%</b>
<b>Staff Employment Costs</b>	<b>£1,099.34</b>	<b>£914.64</b>	<b>£2,013.98</b>	<b>£4,400.00</b>	<b>45.8%</b>
<b>Other</b>					
VAS/road safety measures	£0.00	£0.00	£0.00	£4,205.00	0.0%
Donation to Library Service	£0.00	£0.00	£0.00	£130.00	0.0%
Village Hall Windows	£4,083.33	£4,083.34	£8,166.67	£0.00	
<b>Other Total</b>	<b>£4,083.33</b>	<b>£4,083.34</b>	<b>£8,166.67</b>	<b>£4,335.00</b>	<b>188.4%</b>
<b>Total Expenditure</b>	<b>£6,172.27</b>	<b>£6,504.83</b>	<b>£12,677.10</b>	<b>£13,275.00</b>	<b>95.5%</b>

<b>Surplus/Deficit</b>	<b>-£773.51</b>	<b>-£2,320.97</b>	<b>-£3,094.48</b>
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<b>Cash Balance at End of Quarter</b>	<b>£40,615.88</b>	<b>£37,258.69</b>
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Agenda Item 11: To consider the budget and set the precept for 2024/2025

Budget Heading	2022/23 Actual Spend	Agreed 2023/24 Budget	Total to End Sep 2023	Forecast Year-End Total	2024/25 Budget	Comments	
<b><u>Income</u></b>							
1	<b>Precept</b>	£10,700	£10,700	£5,350	£10,700	Precept to remain at £10,700	
2	Grants & donations	£2,247	£2,100	£4,100	£5,906	£0	
3	Interest	£0	£0	£133	£283	£150	
3	Other income	£0	£0	£0	£0	£0	
<b>A</b>	<b>Total Income</b>	<b>£12,947</b>	<b>£12,800</b>	<b>£9,583</b>	<b>£16,889</b>	<b>£10,850</b>	
<b><u>Expenditure</u></b>							
<b>1</b>	<b>Administration</b>						
1a	Subscriptions/fees	£142	£160	£106	£181	£190	BALC/SLCC/ICO/CCB
1b	Insurance	£452	£500	£498	£498	£570	
1c	Audit fees	£543	£580	£170	£170	£190	Assuming inc/exp is under £25k as per forecast
1d	Office Equipment	£4	£20	£8	£10	£20	
1e	Training	£77	£150	£0	£100	£150	
1f	Staffing expenses	£421	£430	£195	£410	£430	
1g	Meeting Rental	£10	£120	£0	£120	£120	
1h	Software fees	£60	£100	£0	£0	£0	
1i	Website	£130	£180	£20	£80	£90	
1j	Email hosting	£0	£0	£48	£48	£60	Included in website budget in 22/23
1k	Election Fees	£0	£150	£0	£75	£0	No election expected in 24/25
1l	Wi-fi (at Village Hall)	£300	£0	£0	£0	£0	
<b>1</b>	<b>Total Administration</b>	<b>£2,138</b>	<b>£2,390</b>	<b>£1,044</b>	<b>£1,692</b>	<b>£1,820</b>	

<b>2</b>	<b>Playground</b>						
2a	Annual Inspection	£70	£100	£117	£117	£100	Increased cost in 23/24 due to accompanied visit To be earmarked if unused
2b	Maintenance	£300	£500	£825	£825	£1,000	
<b>2</b>	<b>Playground</b>	<b>£370</b>	<b>£600</b>	<b>£942</b>	<b>£942</b>	<b>£1,100</b>	
<b>3</b>	<b>Village Maintenance</b>						
3a	Defibrillator	£0	£100	£0	£0	£100	Funds to be earmarked for 10-12 years in preparation for the next silt clearance. This amount is to be increased by 10% each year.  To be earmarked if unused
3b	Mower service	£0	£150	£0	£150	£150	
3c	Flood mitigation works	£10,150	£1,100	£0	£0	£1,210	
3d	Tree works	£0	£200	£480	£480	£500	
3e	War Memorial repairs	£263	£0	£0	£0	£0	
3f	Other	£50	£0	£30	£30	£50	
<b>3</b>	<b>Village Maintenance</b>	<b>£10,463</b>	<b>£1,550</b>	<b>£510</b>	<b>£660</b>	<b>£2,010</b>	
<b>4</b>	<b>Staff Employment Costs</b>	<b>£4,094</b>	<b>£4,400</b>	<b>£2,014</b>	<b>£4,328</b>	<b>£4,800</b>	
<b>5</b>	<b>Other</b>						
5a	Donation to Library Service	£130	£130	£0	£130	£130	To be reviewed by the Council during financial year
5b	Play Area Fence Replacement	£3,500	£0	£0	£0	£0	
5c	VAS/road safety measures	£0	£4,205	£0	£0	£0	
5b	Village Hall window replacement	£0	£0	£8,167	£10,833	£0	
5c	Other	£0	£0	£0	£0	£0	
<b>5</b>	<b>Total Other</b>	<b>£3,630</b>	<b>£4,335</b>	<b>£8,167</b>	<b>£10,963</b>	<b>£130</b>	
<b>B</b>	<b>Total Expenditure</b>	<b>£20,695</b>	<b>£13,275</b>	<b>£12,677</b>	<b>£18,584</b>	<b>£9,860</b>	
<b>A-B</b>	<b>Income minus Expenditure</b>	<b>-£7,748</b>	<b>-£475</b>	<b>-£3,094</b>	<b>-£1,696</b>	<b>£990</b>	

Cash Account Balances	2022/23 Actual	Forecast Year-End	2024/25 Budget
Start of year	£39,681	£39,277	£37,581
End of year	£39,277	£37,581	£38,571

	2022/23	2023/24	2024/25 Budget
Cost to a Band D Household for the year	£68.96	£68.75	£68.75

24/25 based on the tax base for 23/24 as figures not yet available

Forecast Earmarked Reserves as at 31/03/2024		Forecast General Reserves as at 31/03/2024	
Village Hall	£12,057	<b>£12,715</b>	
Play Area	£5,700		
War Memorial	£2,000		
Gazebo	£4,000		
Pond	£2,100		
<b>Total</b>	<b>£25,857</b>		

## Agenda Item 14: To consider making a donation to the West Berkshire Library Service

The following correspondence has been received from West Berkshire Libraries:

Request for voluntary contributions to the library service in the financial year 2023-24

We are very grateful for all the support parishes have given to the library service in the last six years – through financial contributions, by publicising libraries to your residents and encouraging volunteering. I am writing to you now to share the West Berkshire Libraries Annual Report 2022-23 and to ask, if you have not already done so, whether you intend to make a voluntary financial contribution to the library service again this year.

Please find attached:

- [West Berkshire Libraries Annual Report \(2022-23\)](#)
- [Library usage data](#) for each parish (2022-23) – please note that this data only relates to the borrowing of physical books and does not include e-library loans or other library services.
- The most recent parish population data held by the council: Mid-year population estimates for 2020, published by the Office for National Statistics (ONS), published in September 2021.  
*N.B. The population estimate for West Ilsley is 334.*

The library service has an annual budget shortfall of £93k to deliver the service – 8 libraries, Mobile and At Home service, e-library. In 2017 we proposed a contribution based on £1 per parish resident - or whatever contribution parishes wished to make. It is a voluntary donation/contribution, not a grant and is compliant with Section 137 of the Local Government Act. We have previously provided legal advice to clarify that. The council is not delegating any part of its statutory duty to provide library services or levying a charge on parishes. Contributions are ring-fenced for the aspects of the service that the data shows are most used by your residents – for example, a particular branch library.

The need for support continues, and if you are making a voluntary contribution for this financial year, please could you contact us by November 30th to let us know how much.

Get in touch

Please let us know if you have any queries. We are always delighted to attend parish and town council meetings either virtually or in person, to talk about library services and answer questions. We also welcome participation in library working groups to increase community engagement and feedback.

## West Berkshire Council Library Service West Ilsley

### Library Items Borrowed By Residents In The Parish

Financial Year	Yearly Issue Total	Number Of Items Borrowed And Where The Items Were Borrowed From											Renewals via the Website or SOLUS App	Renewals via the Contact Centre
		Burghfield Common Library	Hungerford Library	Lambourn Library	Mortimer Library	Newbury Library	Pangbourne Library	Thatcham Library	Theale Library	Mobile Library Service	At Home Service			
1/4/20 - 31/3/21	178	0	0	0	0	81	0	0	0	0	0	0	97	0
1/4/21 - 31/3/22	493	0	0	0	0	243	0	0	0	21	0	0	222	7
1/4/22 - 31/3/23	598	0	0	0	0	425	0	0	0	33	0	0	140	0

### Residents In The Parish Borrowing Library Items

Financial Year	Yearly Individual Borrower Total	Number of Residents Borrowing Items And Where From (borrowers may have borrowed from more than one location)											Renewals via the Website or SOLUS App	Renewals via the Contact Centre
		Burghfield Common Library	Hungerford Library	Lambourn Library	Mortimer Library	Newbury Library	Pangbourne Library	Thatcham Library	Theale Library	Mobile Library Service	At Home Service			
1/4/20 - 31/3/21	7	0	0	0	0	6	0	0	0	0	0	0	7	0
1/4/21 - 31/3/22	14	0	0	0	0	13	0	0	0	1	0	0	9	1
1/4/22 - 31/3/23	17	0	0	0	0	16	0	0	0	1	0	0	10	0

Please note that we are only able to provide a limited amount of data which we can link back to specific parishes. The above data only relates to the number of physical items borrowed at each library (books, DVDs etc.) and the number of borrowers loaning these items, and therefore only gives a partial picture of library use. The number of visitors using the libraries for other purposes (PC usage, reading newspapers etc.) is not included here. Also not included here are any items borrowed from the e-Library (e-Books, e-Audiobooks, e-Magazines and e-Newspapers)

## Agenda Item 16: To consider amendments to the Staffing Committee Terms of Reference

### West Ilsley Parish Council Staffing Committee Terms of Reference

Version Number	2	Minute Reference	
Date Adopted		Review Due	Annually (Nov)

#### General

- 1.1 Membership of the Staffing Committee will be determined by the Full Council at each Annual Meeting. The committee will contain 3 Councillors. The remaining 3 Councillors will be available for the Disciplinary/Grievance Committee.
- 1.2 The Committee will be mindful of:
  - 1.1.1 The legal framework for, and good practice in, employment matters.
  - 1.1.2 The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
  - 1.1.3 The nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council.
  - 1.1.4 Relevant council protocols and policies.

#### Matters for Recommendation to Council

- 2.1 The Committee will receive reports from the Clerk and make recommendations to Council regarding:
  - 2.1.1 Staffing & office requirements including budget allocations.
  - 2.1.2 All policy issues relating to staff.

#### Matters for Delegation to the Staffing Committee

- 3.1 The Committee will receive reports from the Clerk and will:
  - 3.1.1 Be responsible for staff recruitment.
  - 3.1.2 Confirm individual Contracts of Employment and all terms and conditions.
  - 3.1.3 Make arrangements for **regular annual** objective review of the Clerk's performance by this committee and take necessary action thereon.

- 3.1.4 Decide upon annual salary awards.
- 3.1.5 [Approve requests within the training budget for training requirements.](#)
- 3.1.6 Appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk.
- 3.1.7 Consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon.
- 3.1.8 As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- 3.1.9 Consider recommendations from the Appeal Panel and take necessary actions thereon.
- 3.1.10 [Manage long-term sickness and incidents at work in line with the Council's agreed policies.](#)