

# **Grewelthorpe Parish Council**

C/o Grewelthorpe Village Hall | Ripon | North Yorkshire | HG4 3BU

Email: [clerk@grewelthorpe-pc.org.uk](mailto:clerk@grewelthorpe-pc.org.uk)

Date: 09 October 2026

## **To all Members of the Staffing Committee,**

Notice is hereby given that an **EXTRAORDINARY** meeting of the Staffing Committee is to be held on **Thursday 15<sup>th</sup> October 2026 at 4.15pm** in the meeting room at Grewelthorpe Village Hall, Ripon HG4 3BU, for the purpose of transacting the business set out in the agenda.

**Signed:** *Edward Threapleton*

**Councillor Edward Threapleton**

**Chairman of the Staffing Committee**

## **Circulation to Committee Members:**

Cllr Edward Threapleton (Chairman)

Cllr Sarah Dawson

Cllr Alan Hodges

## **A G E N D A**

### **1. Apologies**

To receive and note apologies and reasons for absence.

### **2. Disclosures of Interest & Dispensations**

To receive declarations of interest in respect of items on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers and to consider any dispensation requests received by the Clerk under the Localism Act 2011 s33.

### **3. Public Participation**

To convene a public participation session for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person). All comments are to be directed to the Chair.

### **4. Committee Minutes**

To receive and note the minutes of the Staffing Committee meeting held on 12 August 2026 (previously circulated). The minutes were approved by Full Council at its meeting held on 9 September 2026.

### **5. Exclusion of the Press and Public**

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

## **6. Council Laptop**

To note that the existing council laptop, a refurbished device purchased in approximately 2021, is not capable of upgrading to Windows 11. Whilst the Locum Clerk is currently using a personal laptop for council business, this arrangement is not considered ideal from a data protection and information security perspective. Members are requested to consider authorising the Locum Clerk to purchase a replacement council laptop within a budget of £500 (net), in accordance with Financial Regulation 4.1.

## **7. September Payroll**

- a) To receive and retrospectively ratify the Locum Clerk's timesheets and travel expenses for the period 12 August 2026 to 18 September 2026, previously approved by the Chairman and processed through payroll in accordance with the Locum Clerk contract, with payment made in October 2026. The pay date is on or around the 28th day of each month.
- b) To receive an update on payroll adjustments relating to July, August and September 2026 and to note the revised payslips and associated payroll matters; and to consider the continued payment of the home working allowance and any further action required.

## **8. Staffing Matters**

To receive an update on an ongoing confidential employment matter and to resolve any further actions required inclusive of the advice received from YLCA. (see enclosed confidential notes).

## **9. Date of the Next Meeting**

To note the date of the next meeting of Full Council scheduled for Wednesday 18<sup>th</sup> November 2026 at 7.00pm and to confirm if an additional meeting is required of the Full Council or Staffing Committee.