

DRAFT Minutes of Idmiston Parish Council Staffing Committee meeting held on Wednesday 1st July 2026 at 7.30pm in the Meeting Room, Idmiston Parish Memorial Hall

Present: Councillor Mark Bunce (Chairman), Councillor Kirsty Exton, Councillor Wayne Maher, Councillor Adam Grundy.

In attendance: Jay McGowan (Clerk).

Members of the public: None.

Public participation: No issues were raised.

Council Business

13.26 To elect a Chairman for 2026/2027: Resolved: Cllr Exton proposed Cllr Bunce to be re-elected as Chairman for 2026/27, Cllr Maher second. All Cllrs in agreement, Cllr Bunce confirmed his acceptance.

14.26 To elect a Vice Chairman for 2026/2027: Resolved: Cllr Bunce proposed Cllr Grundy to be as Vice Chairman for 2026/27, Cllr Exton second. All Cllrs in agreement, Cllr Grundy confirmed his acceptance.

15.26 To receive apologies. Absent: Cllr Sangster

16.26 Declarations of Interest and Requests for Dispensations. To note none received.

17.26 To approve as a correct record the minutes of the Staffing Committee meeting held on 27th April 2026.

Resolved: The Minutes were approved as a true record of the meeting without amendments. Cllr Bunce signed the Minutes.

18.26 Qualifications. To consider and approve the cost of the Clerk completing the Certificate in Local Council Administration (CiLCA), as required under the employment contract. **Resolved:** Cllrs considered and agreed the associated costs for the qualification. Total cost: £845 plus VAT.

19.26 Exclusion of the press and public during discussion of Confidential Items

Resolved: that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. After a short discussion:

Resolved: It was agreed SCP 24 would be used from 1st April 2026 as stated in the

Clerk's contract.

Resolved: In line with the contractual hours increased to 30hrs per week from 1st April 2026, it was agreed the new annual salary would increase reflect this. Back payment to 1st April would be calculated. Pension payments would be adjusted.

Resolved: To accommodate the increase in Clerk's salary, it was proposed the 2026/27 draft budget allocation of funds for the NP Planning Consultant should be reallocated to Administration costs.

20.26 To close the meeting