A Civility & Respect Pledge Council

ST AGNES PARISH COUNCIL

Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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Human Resources Committee meeting – 18th November 2025

Minutes of the meeting as above, held in the Parish Rooms, 17 Vicarage Rd, St Agnes, 10:00.

Present: Cllrs Palombo (Vice Chair), Brown, Kimberley, Pudney
Absent: Cllrs Clark (Chair), Mankee-Williams, Law
In attendance: Catherine Nutting, Clerk

H20/25 To Appoint a Meeting Chair: Cllr Palombo, Committee Vice Chair

H21/25 Apologies for absence: Cllrs Clark (Chair), Mankee-Williams, Law

H22/25 Declarations of Interest/Requests for Dispensation. None.

H23/25 Approval of minutes: 5th August 2025

RESOLVED that the minutes of the Meeting of the Human Resources Committee as above (both public & confidential), having been previously circulated, be taken as read, approved and signed. Cllrs Kimberley/Brown. 3 in favour, 1 abstained: Cllr Pudney.

H24/25 Public Bodies (Admissions to Meetings) Act 1960

RESOLVED that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: H25/25 – H29/25. Cllrs Pudney/Palombo. Unanimous.

H25/25 Staffing Matter – Resignation

RECEIVED and **NOTED** a verbal update from the Clerk regarding the resignation of Charlotte Callaway, Deputy Clerk. **ACKNOWLEDGED** and **THANKED** Charlotte for 13-years of dedicated service to the Council and community. **NOTED** that the post is 30-hours per week and responsible for the Council's day-to-day financial management and the Planning Committee; and that this workload cannot be absorbed by existing staff pending recruitment. **NOTED** that recruitment will commence in January 2026, in light of the ongoing recruitment processes, staff workload and Christmas leave. **AGREED** that locum support is essential. **NOTED** the underspend in the 2025/26 staff budget arising from fiscal lag caused by recruitment delays during the year, and that the cost of locum support will be met from this underspend. **RESOLVED** to instruct the Clerk to take all necessary actions to secure a Locum Deputy Clerk / Financial Officer via Local Council Consultancy (LCC) or, if not possible, via community applications on a temporary contract. Cllrs Brown/Kimberley. Unanimous.

DISCUSSED in detail the organic growth of the Deputy Clerk role over the past 13 years and **NOTED** that the financial and Planning work leaves insufficient capacity for wider Deputy Clerk support. **NOTED** a workload update from the Clerk, including other senior staff. **ACKNOWLEDGED** that the Council should separate the financial duties from the Deputy Clerk role and appoint a separate Finance Officer. **RECEIVED** a report on an appropriate payscale for such a role (LC1 16 – LC2 23; £30,518 – £34,434 Full Time Equivelent), and **NOTED** sufficient budget headroom in both 25/26 and 26/27 to accommodate the post without impacting the recommended 26/27 budget.

DISCUSSED appointing a Deputy Clerk, without CiLCA, to a development role in which the Clerk would mentor the postholder to attain CiLCA, with the role also providing Planning Committee support. **DISCUSSED** the option of offering the post as an apprenticeship; but **AGREED** that timescales, the need for prior clerking experience to support the Clerk and senior staff, the work required to establish such a scheme (even if outsourced), and identifying a suitable

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educational course all indicated that the role should be filled by someone with existing clerking experience (e.g. from a smaller parish seeking to progress in a larger council). **RECEIVED** a report on an appropriate payscale for such a role (LC1 17 – LC2 21: £31,022 - £33,143 FTE), and **NOTED** sufficient budget headroom in both 25/26 and 26/27 to accommodate the post without impacting the recommended 26/27 budget.

NOTED that the two roles would create a £14,186.63 budget deficit in 2026/27; however, the Clerk did not recommend increasing the 26/27 budget. **NOTED** that the 25/26 administration payroll budget is forecast to underspend by approximately £26,000, arising from fiscal lag caused by recruitment delays during the year, which can be ring-fenced into a new staff EMR (see below) to support payroll pressures (e.g. locums, pay review increases etc). **FURTHER NOTED** that the payroll budgets include provision of up to 5% uplift for the 26/27 pay award across all staff and 3% for overtime, and that sufficient budget headroom, together with adequate General Reserves and anticipated in-year underspends, is expected to absorb the projected deficit.

RESOLVED to **RECOMMEND** the Council:

- Appoint a Finance Officer, responsible for managing the Council's finances, supporting the Clerk/RFO regarding budget and audit processes, and overseeing the day-to-day financial aspects of the Council's assets, including payroll admin support and VAT returns.
- 30 hours per week
- LC1 16 – LC2 23 (£30,518 - £34,434 FTE, pro rata)
- Appoint a Deputy Clerk (Development Role) separate from the finance function.
- 25 hours per week
- Starting payscale LC1 17 – LC2 21: £31,022 - £33,143 per annum (FTE, pro rata). Salary progression to align with the Council's other senior staff in due course, once CiLCA qualified and can work independently as an effective Deputy to the Clerk with agreed delegated responsibilities.
- Establish a new EMR for the appointment of locum staff and other unusual or unpredictable staffing budget pressures (e.g. in-year pay reviews), and to ring-fence any 25/26 salary underspends to support the set-up of this EMR.

Cllrs Brown/Kimberley. Unanimous.

H26/25 Recruitment Update

RECEIVED and **NOTED** a verbal update from the Clerk regarding the ongoing recruitment process. The Council has successfully appointed: -

- Multi-Skilled Maintenance Worker, began 1st November 2025
- Administration & Finance Assistant, with Planning Support, starting 1st December 2025
- Communications Officer & Library Assistant, starting 1st December 2025
- Library Assistant and Community Outreach Co-Ordinator, starting 1st December 2025
- Trainee Cemeteries & Allotments Assistant, interviews 27th November 2025

DISCUSSED staff parking and **NOTED** the increased number of staff requiring spaces. **AGREED** that Council-owned car park spaces should remain primarily for public use and that staff will be expected to use alternative parking wherever reasonably practicable. **RESOLVED** that staff who need to park in the car park for work purposes, where no reasonable alternative parking is available, will be required to pay an annual staff parking charge of £100 per year, pro rata to contracted hours, and that this requirement be included in the Employee Handbook. Cllrs Kimberley/Pudney. Unanimous.

H27/25 Staffing Matter

RECEIVED and **NOTED** an update regarding staff sickness. **RESOLVED** to offer an Occupational Health referral. Cllrs Pudney/Palombo. Unanimous.

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H28/25 Position pay review (H16/25)

RECEIVED and **NOTED** a verbal update from the Clerk on progress with the staffing pay review/gap analysis. **NOTED** that, although timescales have been affected by recent recruitment activity, the report is nearing completion and the remaining work can be concluded by the HR Committee in January 2026. **FURTHER NOTED** that the majority of roles across the Council's teams have now been reviewed, with only a small number of posts outstanding.

H29/25 Next meeting/items for inclusion

Wednesday 17th December 2025, 11am. To review the Finance Officer and Deputy Clerk job descriptions and confirm the recruitment process.

Meeting closed at 15:30

Signed:
Date: