



# LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP  
Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins  
Deputy Clerk: Rachael Burns

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**MINUTES OF  
A STAFFING COMMITTEE MEETING  
HELD ON MONDAY 24<sup>th</sup> of FEBRUARY 2025  
AT 3.30PM  
IN THE MEMORIAL HALL.**

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Meeting called by Gary Wyatt-Hawkins – Clerk

Signature: *G Wyatt-Hawkins*

Date: 24<sup>th</sup> February 2025

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The Chair may, at their discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of formal Council business.  
*Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.*

## Agenda Items

- 01-02/25 Election of Chair**  
To elect the Chair of the Staffing Committee  
**Resolved:** Cllr Jones proposed, and Cllr Harris seconded the nomination of Cllr Mead to the position of Chair. The proposal was unanimously **agreed**.
- 02-02/25 Election of Vice-chair**  
To elect the Vice-chair of the Staffing Committee  
**Resolved:** Cllr Mead proposed, and Cllr Harris seconded that a Vice-Chair not be elected for the Finance Committee.  
The proposal was unanimously **agreed**.
- 03-02/25 Acceptance of apologies for absence.**  
To receive and accept apologies of absence.  
*Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*
- 04-02/25 To receive any declarations of Members interests or dispensation requests.**  
To receive any declarations of Members interests on this agenda, in accordance with the:  
*Localism Act 2011 and the Code of Conduct adopted by the Parish Council.*  
**Noted:** None were given.
- 05-02/25 Exclusion of the Press and Public.**  
*Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.*  
**Noted:** No members of the public were present

- 06-02/25**     **To receive and sign the minutes of the Staffing Committee held on 22<sup>nd</sup> of November 2023**  
Previously circulated.  
*LGA 1972 Sch 12 para 41(1)*  
**Resolved:** That they were a true record of the meeting's decisions.
- 07-02/25**     **Confirmation of Budget Figures**  
As detailed under cost centre 103.  
**Noted:** The Clerk presented the figures detailed under Cost Centre 103.
- 08-02/25**     **Report of Sickness and Absences.**  
For the Clerk to report to the committee any staff sickness or absences  
**Noted:** The Clerk presented the Sickness and Annual Leave report, wherein there were no issues to note. Cllr Jones reminded the Clerk that he should make every effort to take any due annual leave before the end of the year.
- 09-02/25**     **Staff training.**
- To **Note** that the Deputy Clerk undertook a Cemetery Management and Compliance Course on the 6<sup>th</sup> and 7<sup>th</sup> of February 2024.
  - To **Note** that the Deputy Clerk has yet to undertake the CilCA training
  - To **Note** that Rialtas training has been completed for the Clerk on the 23<sup>rd</sup> of November 2023.
- Noted:** That the Deputy Clerk had signed up to undertake CilCA certification as of the date of the meeting to commence after April the 1<sup>st</sup> 2025.  
The other items above were also duly noted.
- 10-02/25**     **Review of job descriptions**  
To **report** that the review of the job description for the Deputy Clerk has been completed and the Clerk's job description revisions are still in progress.  
**Noted:** That the review of the job description of the Deputy Clerk has been completed by the Clerk. The Deputy Clerk questioned some minor details, which the Clerk will address and present at the next Staffing Committee Meeting.  
The Clerk reported that the deputy clerk's performance review had been undertaken and presented the results to the committee.  
**Action:** The Clerk is to prepare the revisions to the Clerk's job description within one month to allow Cllr Jones can undertake a performance review.
- 11-02/25**     **Staffing Costs for 2025/26 Budget**  
To **Note** that the staff salaries amendments for the 2025/26 budget were presented to Full Council in the January 2025 Meeting after a Meeting of the Finance Committee in November 2024.  
**Noted:** The above was advised and acknowledged accordingly.
- 12-02/25**     **Close of the meeting**  
The Chair **declared** the meeting closed at: 15:45