



LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP

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Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

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**INVITATION TO A MEETING OF THE LAMBOURN PARISH COUNCIL STAFFING COMMITTEE
TO BE HELD ON TUESDAY 21st OF JULY 2026
AT 8.30PM
IN THE MEMORIAL HALL.**

Meeting called by Rachael Burns – Deputy Clerk

Signature: *Rachael Burns*

Date: 15th July 2026

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

- 01-07/26 Election of Chair**
To elect a Chair for the Staffing Committee for the remainder of the 2026/2027 civic year
- 02-07/26 Election of Vice-chair**
To elect a Vice Chair for the Staffing Committee for the remainder of the 2026/2027 civic year
- 03-07/26 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.
- 04-07/26 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.
- 05-07/26 To receive and sign the minutes of the Staffing Committee held on 24th February 2025**
Previously circulated.
LGA 1972 Sch 12 para 41(1)
- 06-07/26 Public Participation**
- 07-07/26 Terms of Reference Review**
To review the operational responsibilities of the Staffing Committee.
- 08-07/26 Employee Handbook Update**

To note that the Council's Employee Handbook needs a comprehensive update to align the council's policies with current statutory employment legislation.

09-07/26 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*

Closed Session Items

10-07/26 Staff Pay and Pension

To confirm current year salary reviews are complete and to ensure all statutory pension obligations are being met.

11-07/26 Clerk and RFO Recruitment

To review the current progress of the recruitment Process, discuss the timeline for filling the vacancy and decide on any necessary temporary measures to maintain council operations.

12-07/26 Operational Capacity and Governance

To review current staffing structures and administrative duties. To determine how statutory responsibilities will be managed during the current vacancy period and agree on the delegation of authority.

13-07/26 Hours and Workload

To review contracted hours and discuss the overall current workload to ensure it is manageable and compliant with council resolutions.

14-07/26 Staff Training

To receive an update on training for staff.

15-07/26 Staff Appraisals

To confirm that appraisals have been completed for all staff.

16-07/26 Employment Matters

To discuss and resolve a specific outstanding employment contract issue.

17-07/26 Job Descriptions

To review and finalise staff roles and responsibilities and formally agree the job descriptions and operational duties for council officers to ensure proper resource allocation.

17-07/26 Close of the meeting

Time closed: