

# CAWTHORNE PARISH COUNCIL

## MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL, ON WEDNESDAY 29th April 2026

### Present

Councillors: Cllr J Wilson (Chair), Cllr J Walker, Cllr S Eyre, Cllr S Shaw, Cllr Jackson,  
Clerk: Mrs A A Winstanley

### Minute No 49 RECEIVE ANY APOLOGIES FOR ABSENCE

None – all present

### Minute No 50 REASONS FOR ABSENCE

None

### Minute No 51 DECLARATION OF INTERESTS

None

### Minute No 52 TO ACCEPT MINUTES OF PREVIOUS MEETING HELD ON 22<sup>ND</sup> OCTOBER 2025

The minutes were approved and accepted as true

### Minute No 53 TO RESOLVE TO EXCLUDE THE PUBLIC & PRESS IN PERSUANT OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR THE FOLLOWING ITEMS

Resolved – There was no public or press present.

### Minute No 54 TO REVIEW CLERKS SALARY, TRAINING, AND HOURS OF WORK

he Clerk is paid in line with the NJC salary scale, and once the pay award for 2026/27 has been agreed her salary will be adjusted accordingly.

In terms of training the clerk is signing up to the online training ILCA – an entry level online training course.

The clerk expressed that she was more than happy with working twelve hours per week flexibly to fit in with duties required.

### Minute No 55 PAYROLL & SEPARATION OF DUTIES

It was discussed and agreed that the Chair of Parish Council / Chair of Staffing Committee would look at the payroll system that the clerk uses to gain more understanding of what they are signing off in terms of salary approval and PAYE and to ensure clear separation of duties.

**Minute No 56 EMPLOYER PENSION SCHEME**

The Clerk gave a quote to the committee for the Parish Council to use Nest as their pension provider. The committee resolved that NEST would be used and the clerk will make the necessary arrangements.

**Minute No 57 DATE OF NEXT MEETING**

Resolved – Monday 19<sup>th</sup> October 2026 7pm. (Performance Review)  
Thursday 29<sup>th</sup> April 2027 7pm (Salary review)

There being no further business the Chairman thanked all for attending and closed the meeting.

DRAFT