

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Dear Councillors

You are hereby respectfully summoned to attend the Staffing Committee meeting of Collingham with Linton Parish Council on Tuesday 25 August 2026 at 1pm in the Collingham Memorial Hall, where the following business will be transacted.

Becky Crabtree
Clerk
18.08.2026

Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.

Agenda

1. Introduction from the Chair

2. Public Participation

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. The period of public participation shall not exceed 15 minutes unless directed by the Chairman. A member of the public shall not speak for more than 5 minutes. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

3. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors

4. Declaration of Interests

- a) To receive, consider and decide upon any applications for dispensation
- b) To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

5. To confirm that the minutes of the Staffing Committee meeting held on 16th April 2026 are a true and accurate record

6. Confidential session

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at item 7 being prejudicial to the public interest

7. Staffing Matters

- a) To review the previously agreed objectives and key performance indicators (KPIs) for the Clerk, assess progress to date, and agree any updates or amendments required
- b) To note the completion of the Clerk's probationary period, review performance, and confirm the Clerk's ongoing role in accordance with the employment contract.
- c) To consider management of persistent correspondence and Clerk's support, including:
 - i. To consider recent correspondence received by the Clerk concerning alleged procedural failures by the Parish Council, the wider pattern and frequency of similar correspondence, and the resulting impact on the Clerk and Council resources.

- ii. To consider the advice received from the Yorkshire Local Councils Association (YLCA) regarding the management of persistent or unreasonable correspondence and to agree any appropriate future action.

8. To notify the clerk of matters for inclusion on the agenda of the next meeting

9. To confirm the date of the next ordinary council meeting