

## COLLINGHAM WITH LINTON PARISH COUNCIL

### Minutes of an Extraordinary Meeting held on Saturday, 3<sup>rd</sup> January 2026 at 10:30am at Collingham Memorial Hall

**Present:** Anthea Powell (Chair); Councillors Murdoch; Kerfoot (Arr 10:36); Moses; Wright

**Apologies:** None received

The meeting started at 10:30 am.

**8802** - To appoint a councillor present to take minutes of the meeting

Minutes prepared by Councillor Wright

**8803** - To receive apologies for absence and consider reasons for absence

None received

**8804** - To receive any declarations of interest from councillors

None declared

**8805** - To consider the appointment of Councillor P Wright as a full member of the

Council's Staffing Committee

Proposer Councillor Murdoch. Seconded Councillor Kerfoot. Vote: All in favour.

**8806** - To appoint two councillors to act as non-decision-making liaison councillors for employees, in accordance with the Terms of Reference (clause 7.6) and to note the responsibilities of the two councillors as set out in the Terms.

All agreed to defer and seek guidance from Yorkshire Local Councils Association on the matter of whether the two appointed councillors should themselves be part of the Staffing Committee or independent of it.

It was agreed to review the Staffing Committee Terms of Reference at a separate meeting.

**8807** - To resolve to exclude members of the press and public from the meeting under the Public Bodies (Admissions to Meetings Act) 1960 for agenda item 5 as the business to be transacted is prejudicial to the public interest.

No Members of the Public attended the Extraordinary Meeting

**8808** - To discuss and agree the final contract of employment to be offered to the Clerk/Responsible Financial Officer

- The Chair and Councillors reviewed the Contract of Employment and agreed to tailor the YLCA template for the role of the Clerk to the Collingham with Linton Parish Council. Other matters discussed at the meeting in brief included start date, the 3-month probationary period, hours of work (20), requirement for Chair to approve overtime working, should it be required, the clerk's mileage rate and a weekly work from home allowance.

- The Chair to raise YLCA query regarding the need for the employee to advise Work from Home address to cover the possibility that an employees' address may change during their employment. The Parish Council seeks to ensure there is an employment contract worded in such a way that it reduces the frequency at which it may need to be amended.
- Clarification from YLCA to be sought on pay grade references SCP30 and LC2.
- Noted that YLCA advice that continuous service clause does not apply to the applicant.
- The Chair agreed to amend the contract of employment, prepare the offer letter based on what was agreed at this meeting and circulate to councillors for final ratification before sending to the successful applicant at the earliest opportunity

**8809** - To note the date of the next ordinary meeting of the full council as 14<sup>th</sup> January 2026 19:00 Collingham Memorial Hall.

The meeting concluded at 11:41am.

Name: Cllr Anthea Powell

Date 14<sup>th</sup> January 2026

The Parish Council approved the minutes at the PC meeting on the 14<sup>th</sup> of January 2026