

COLLINGHAM with LINTON PARISH COUNCIL

Email: Clerk@collinghamlintonparishcouncil.gov.uk

Minutes of the Staffing Committee meeting held on 25th August 2026 at 1pm in the Collingham Memorial Hall

Present: Cllrs Anthea Powell, Lorna Murdoch, Patrick Wright

In attendance: B Crabtree – Clerk

Members of the public: No members of public were present.

SC1. Introduction from the Chair

Cllr Powell welcomed all to the meeting.

SC2. Public Participation

No members of public were present.

SC3. To receive any apologies for absence and to consider the approval of reasons for absence given by councillors

All members of the committee were present.

SC4. Declaration of Interests

a) To receive, consider and decide upon any applications for dispensation

No members of the council had any declaration of interest or requests 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

None received.

SC5. To confirm that the minutes of the Staffing Committee meeting held on 16th April 2026 are a true and accurate record

Resolved to approve the minutes of the Staffing Committee meeting held on 16th April 2026 are a true and accurate record

SC6. 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 SC7 being prejudicial to the public interest

Resolved that the press and the public be excluded from the meeting on the grounds that the publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted at item SC7.

SC7. 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

The Clerk provided an update on the previously agreed objectives and key performance indicators (KPIs) in advance of the meeting. It was noted that a number of the agreed actions had been completed, with only a small number remaining outstanding. The Clerk confirmed that the outstanding actions were either already in progress or would be progressed and addressed shortly.

The Committee was satisfied with the progress made to date and agreed that no amendments to the objectives or KPIs were required at this stage.

It was additionally agreed that the Community Resilience Plan would be included on the agenda for the next Full Council meeting.

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.

Councillors confirmed that they were satisfied with the Clerk's performance and the work undertaken to date during the probationary period.

It was **resolved** that the Clerk's appointment would continue on a permanent basis in accordance with the terms of the employment contract. The Chair would write to the Clerk formally confirming the successful completion of the probationary period and permanent appointment.

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.

Councillors considered correspondence and related matters concerning the Clerk and Council procedures. Councillors confirmed their confidence in the Clerk and agreed that the Council's procedures had been followed.

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.

Councillors considered and agreed the appropriate approach to managing future correspondence, including the potential use of the Council's Vexatious Policy where necessary.

SC8. To notify the clerk of matters for inclusion on the agenda of the next meeting

A review of the objectives and KPIs will be included on the next agenda.

SC9. To confirm the date of the next ordinary council meeting

The next Full Council meeting is being held on 22 September 2026 and the date of the Staffing Committee meeting will be held in November with the date to be confirmed.

There being no other business, the Chair closed the meeting at 2pm.