

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held at 2pm on Wednesday 19th November 2025 at Benians Pavilion.**

MEMBERS PRESENT: Cllrs Pullen, McAllister, Davies.
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: None

25.09 SC APOLOGIES FOR ABSENCE

There were no apologies for absence.

25.10 SC OPEN SESSION/PUBLIC PARTICIPATION

The Clerk advised the Committee that the payroll administration fees had been increased to £147 per annum (previously £120 per annum). This would be noted at the next Full Council meeting.

A schedule of changes to the Hampshire Pension Fund contributions had been received on 18th November 2025 and would be circulated with the December 2025 Full Council paperwork (opt out date February 2026).

With no further items, the Open Session concluded at 2.02pm and Standing Orders were applied.

25.11 SC DECLARATIONS OF INTEREST

There were no declarations of interest.

25.12 SC COMMITTEE MINUTES

On the proposal of Cllr Davies, which was seconded by Cllr McAllister, it was **RESOLVED** to approve the Minutes of the Staffing Committee meeting held on the 20th August 2025. All were in agreement that they were a true and accurate reflection of the meeting.

25.13 SC POLICY REVIEW

25.13.1 Absence Management Policy

Councillors were asked for any suggested amendments to the Absence Management Policy. Cllr Davies requested that some specific changes were made regarding disability and pregnancy related absences. It was agreed that the Clerk would send Cllr Davies a Word version of the policy and he would track changes/insert amendments. This would then be circulated to Councillors before the next meeting.

25.13.2 Timetable for Policy Review

A meeting date of January 2026 was agreed where the remaining policies would be reviewed. The policies were divided up amongst Councillors to read through in the first instance and present any suggested amendments at the next Committee meeting.

25.14 SC APPRAISAL TIMETABLE

It was agreed that the Clerk would complete the Assistant Clerks appraisal in February 2026 and that the Chairperson of the Council would conduct the Clerks review.

It was noted that the annual pay related appraisals had not taken place for the year 204/2025. Remuneration in lieu of this for members of staff would be discussed later in the meeting.

25.15 SC To Consider discussing Agenda Items 8 and 9 in a Closed Session

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister and with all Councillors in agreement, it was **RESOLVED** to discuss the remaining Agenda items in a Closed Session under the Public Bodies (Admissions to meetings) Act 1960.

25.16 SC Next meeting 14th January 2026

25. 17 SC Meeting Closed to Public at 2.25pm

25.18 SC STAFFING STRUCTURE

25.18.1 To discuss current staffing arrangements.

The Clerk advised that the RFO position had been advertised for one month, with a closing date of the 5th November 2025. There had only been one applicant who had withdrawn on the day of interview (11th November 2025). Due to the lack of applicants, the Clerk asked for direction from the Committee with regard to recruitment and future planning bearing in mind the personal circumstances of current employees.

25.19 SC REMUNERATION

25.19.1 To discuss suggested pay review for the Assistant Clerk

On the proposal of Cllr R Pullen which was seconded by Cllr Davies, with all Councillors in agreement, it was **RESOLVED** to make a payment to the Assistant Clerk.

25.19.2 To consider suggested pay date of the 23rd December 2025

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister, and with all Councillors in agreement it was **RESOLVED** that the December pay date would be amended to 23rd December 2025. This would be reported to the Full Council on the 19th November 2025.

25.20 SC Meeting Closed 2.46pm

25. REMUNERATION

25 To discuss suggested pay review for the Assistant Clerk

As discussed earlier in the meeting, the Assistant Clerk had not had a pay related pay review. Remuneration options were discussed.

25 To consider suggested pay date of 23rd December 2025

The Clerk had received a request to amend the pay date and Councillors agreed to this for December 2025. Recommendation to Full Council to follow.