

# Minutes of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Thursday 4<sup>th</sup> September at 9:30am at The Old School, Station Road, Goring

All Councillors who are members of the committee are summoned to attend the meeting.

Members of the public and press are invited to attend all meetings of the council and its committees.  
(Public Bodies (Admission to Meetings) Act 1960)

**At the start of the meeting, Questions and comments from members of the public (limited to 10 minutes in total)**  
*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

**N.B. The Committee reserves the right to consider and, if thought fit, approve the following motion at any point in the meeting: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they will be instructed to withdraw. By reason of confidential business relating to employment.**

## Members Present:

Chair Cllr N Mallen (NM)

## Members:

Cllr B Newman (BN)  
Cllr S Lofthouse (SL)  
Cllr B Urbick (BU)

## Officers Present:

Clerk S Edmunds (SE)

## Public and Press:

None

Meeting started 09:32

## AGENDA

25.22.1. To receive apologies for absence (LGA 1972 s85(1))

25.22.2. Declarations of Interests [LA 2011 s31]

**25.22.3. To consider requests for Dispensations [LA 2011 s33]**

**25.22.4. To approve the minutes from previous meetings**

4.1. Meeting held on 10<sup>th</sup> June 2025

**25.22.5. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**

TBC

**25.22.6. To note the NALC/ Local Government Service Pay Agreement from 1st April 2025-31st March 2026 has been approved nationally.** **Appendix A**

*The value of the scale point has increased. The Council operates an NJC contract, and this is a contractual obligation.*

*Backpay to 1st April 2025 will be applied to all employed during the applicable period.*

**Noted**

**25.22.7. To discuss adopting the new model NALC staff contracts and review a new job description including hours for the updated role Grounds/Facilities Manager.** **Appendix B**

**NB The item was split into two areas of discussion**

7.1. To discuss adopting the new model NALC staff contracts:

**NM Clause 12, holiday pay to be paid on taking leave rather than a monthly. BU says be aware there is a change – start date goes to the first time you have had a job under the contract (2) green book is £900 a year to subscribe, you can look up the odd item on the internet. Define compassionate leave and pay up to 5 days per employment year**

**Unanimously approved** to adopt the new NALC staff contract and delegate to the Clerk to inform the rest of the staff, and to ensure the proper policies and procedures are in place.

7.2. Review a new job description including hours for the updated role Grounds/Facilities Manager

**Unanimously approved** to retile to Grounds & Facilities Manager, for 80 hours a month and form a recruitment panel to write job description, and circulate to all Cllrs

**25.22.8. To approve advertising the vacancy for the role of Grounds/Facilities Manager.**

**Unanimously approved** to advertise as soon as the job description is ready, and delegate to the Clerk to make arrangements to cover the gap

Meeting closed 10.20am