



Minutes of the Staffing Committee Meeting of Alderholt Parish Council held at 3.30pm on Wednesday 3rd September 2025 in the Committee Room.

Present: Cllr A Hibberd, Cllr G Logan, Cllr M Smethers (Chairman)

In Attendance: Nicky Ashton (Parish Clerk).

1/25 Welcome from the Chairman:

Cllr Smethers welcomed everyone to the meeting.

2/25 To receive and accept apologies for absence:

Cllr R Stone was absent from the meeting.

3/25 To receive declarations of interest and/or consider the granting of dispensations.

There were no declarations of interest or granting of dispensations.

4/25 To confirm that the minutes of the Staffing Meeting held on 4th November 2024 are a correct record of that meeting:

Members **RESOLVED** to approve the minutes as a correct record of the meeting.

5/25 Public Forum

There were no members of the public present.

6/25 To approve the amended Staffing Policies and Procedures:

Members **RESOLVED** to approve the amended policies and procedures and a proposal will be submitted to Full Council for its approval. The proposal will also include an amendment to the Terms of Reference for the Staffing Committee stating the Appeals Panel decision will be final as stated in the amended Grievance and Disciplinary policies and for an Appeals Panel to be agreed at the Annual Parish Council meeting.

It was agreed that Cllr Smethers sign the Dorset Council Pension Fund statement of policy regarding the LGPS Discretions and a separate retirement and pension policy is no longer required.

Thanks was given to the Clerk for her work on reviewing the policies.

7/25 EXCLUSION OF PRESS AND PUBLIC- In accordance with Standing Order 3(d) to RESOLVE that in view of the confidential nature of the following business items the press and public be excluded from the meeting pursuant to the Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100)

There were no members of the public present.

8/25 To approve amendments to Staff Contract.

Members **RESOLVED** to amend the Assistant Clerk's contract to reflect a change in hours and to ensure where necessary the contract correctly states who deals with staffing matters.

9/25 To receive details of annual pay agreement 2025-2026.

The annual pay agreement was noted.

With no further business the Chairman closed the meeting at 4.00pm.