

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing sub-committee took place on Thursday 8th October at 19.00 in the Meeting room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood – **Chairman**

Cllr D Webb – **Vice Chairman**

Cllr C Osborne

Also in attendance: The Clerk to the Council.

29/26 **Apologies for absence:**

Apologies for absence from Cllr Allen-Shepherd who was unable to attend due to private matters proposed, seconded, and unanimously accepted.

30/26 **Declarations of interest:**

There were no declarations of interest made.

31/26 **Minutes of Meeting:**

The minutes of the meeting held on 10th September 2026 were proposed, seconded, and unanimously **Resolved** as being an accurate record and duly signed.

32/26 **Exclusion of the Press and Public:**

It was unanimously **Approved** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

33/26 **Consideration of staff negotiations:**

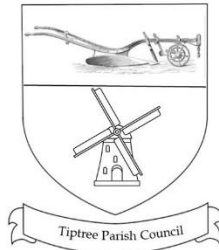
The chair announced that the negotiations on the ongoing points the Community Centre Manager accepted the new contract the council offered them, the office now has temporary support by hiring Mrs Frost an experienced person who clerked for Manningtree Town Council and for the Colchester Association of Local Councils.

The Clerk left the meeting at 19.04

After discussion It was proposed, seconded, and unanimously **Resolved** that the Council proceed with the amended offer for a negotiated settlement.

The Clerk re-entered the meeting at 19.54

34/26 **Review of staff appraisals:**



The committee reviewed the staff appraisals and asked the Clerk questions about the appraisals. The Council wished to record their appreciation for the hard work, dedication and commitment of the Council employees.

35/26 Consideration of future actions required from staff appraisals:

Following discussion, it was proposed, seconded, and unanimously **Resolved** that the ranger would receive a 2 SCP increase, the Assistant Ground staff would receive a 6 SCP increase, the caretaker would receive 1 SCP increase the second caretaker would receive a 2 SCP increase.

After discussion It was proposed, seconded, and unanimously **Resolved** that the Council staff be provided with the training opportunities they have requested.

The Clerk left the meeting at 20.16

Following discussion, it was proposed, seconded, and unanimously **Resolved** that the Clerk would receive a 2 SCP increase and £2,000 in overtime payments accrued in the last five months.

The Clerk re-entered the meeting at 20.34

Following discussion, it was proposed, seconded, and unanimously **Resolved** that the Committee approved the Quote of £3,750.00 for a staffing level evaluation from the Essex Association of Local Councils to assist the council in planning the staffing structure for the future.

36/26 Consideration of New Caretaker contract for the Community Centre:

After discussion It was proposed, seconded, and unanimously **Resolved** that after final changes had been made to the contract and job description, they were approved and the Clerk is to start advertising for a new Caretaker.

37/26 Chair closed the meeting at 20.43

Signed Date: