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Public Notice of Meeting Summons to Staffing Committee Members

The meeting of the **Staffing Committee** will be held on **Thursday 4th June 2026 at 10:00am** at the **Lant Centre, Meeting House Lane, Balsall Common Village Hall CV7 7GE**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting

Chairman Cllr David Slatter
27th May 2026

AGENDA

- 1. In Attendance**
- 2. Apologies for absence:**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of the: 16th March 2026
- 5. Committee to:**
 - (5.1)** agree to request WALC to review the Balsall Parish Council staff workload, hours and recommend the appropriate NALC/SLCC pay scales for the Clerk and Deputy Clerk
 - (5.2)** approve a budget of £600 for this work.
- 6. Committee to** identify the additional resources required to close Balsall Parish Council and create a new Balsall and Berkswell Parish Council as requested by the Council at its meeting on 13th May (Agenda item 28.2)
- 7. Proposal** to exclude the public and the press from the rest of the meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest
- 8. Committee to** consider and recommend to the Joint Working Group and the Council the need for an independent organisational review and job evaluation for the new Balsall and Berkswell Parish Council. To agree to commission the contractor who carried out a similar review for the two Somerset parishes also seeking to merge in 2027, as the contractor has a unique understanding of the requirement. The work is estimated to take 6 days within a total

budget of £3,500. Costs to be met between the two parish councils (Balsall PC two thirds, Berkswell PC one third).

9. **Committee to** delegate to the Clerk to review policy documents to identify any no longer required and to remove these from the website
10. **Committee to** approve paying the Clerk for 5 days (30 hours) of untaken 25/26 holiday entitlement
11. **Date of next meeting** - To be confirmed