



Thursday 4th June 2026

To: The Members of the Staffing Committee
(Chair Cllr Peter Moulton, Cllr Tony Barker, Cllr Andy Roach)

Dear Councillors,

NOTICE OF STAFFING COMMITTEE MEETING

I hereby give notice that the next Staffing Committee meeting will be held at:

3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT on

Friday 5th June 2026 at 9.00am

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.



Sharon Kaye
Parish Clerk

AGENDA

26-226 APOLOGIES

To receive and approve apologies for absence.

26-227 DECLARATIONS OF INTEREST

To receive any declarations of interest regarding any agenda items.

26-228 PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

26-229 MINUTES

To approve and sign the minutes of the Staffing Committee meeting held on:
27th May 2026.

26-230 HR AND HEALTH AND SAFETY SUPPORT

To receive a quote for HR and Health and Safety Support.

26-231 EXCLUSION OF PUBLIC AND PRESS

To approve the exclusion of the public for the next agenda items:

As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.

26-232 STAFFING MATTERS

To receive a report from the Parish Clerk.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

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APPENDIX A

*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Staffing Meeting Minutes 27th May 2026

Meeting Date: 27th May 2026

Meeting Location: 3A Market Place, Whitwick, Coalville, Leics LE67 5DT

Meeting Start Time: 13.34pm

Councillors Present:

- Cllr Peter Moulton (Chair), Cllr Anthony Barker, Cllr Andy Roach

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- No members of public

26-209 ELECTION OF CHAIRMAN FOR 2026/2027

On the motion of Councillor Tony Barker, seconded by Councillor Andy Roach,

Members RESOLVED to elect Councillor Peter Moulton as the Chairman of the Staffing Committee for 2026-2027.

26-211 APOLOGIES

No apologies for absence were received.

26-211 DECLARATIONS OF INTEREST

No declarations of interest regarding any agenda items were received.

26-212 PUBLIC PARTICIPATION SESSION

No members of public were present.

26-213 MINUTES

The minutes of the Staffing Committee meeting held on 22nd January 2026 were deferred.

26-214 EXCLUSION OF PUBLIC AND PRESS

On the motion of Councillor Tony Barker, seconded by Councillor Andy Roach,

Members RESOLVED to exclude the public and press for the confidential session.

26-215 STAFF APPRAISALS

The Parish Clerk confirmed that she had been carrying out the staff appraisals and the committee would receive a copy of the appraisal and the subsequent action plan for each employee.

The Parish Clerk confirmed that the Clerk's appraisal was still to be carried out, and now that the Staffing Committee Terms of Reference had been discussed and approved at the Full Council Meeting on the 21st May 2026, the approved process for the clerk's appraisal with the Chair of the Staffing Committee carrying out the appraisal, and then reporting back to the Staffing Committee, would now be actioned.

Received and noted.

26-216 STAFFING MATTERS

The Parish Clerk updated members on staffing matters.

Members were issued with supporting paperwork which they requested time to read.

Members requested that a break in the meeting was taken, and for the meeting to reconvene the next day, once they had had chance to read and digest the information provided.

The meeting was ended at 3.15pm on Wednesday 27th May 2026.

The meeting reconvened at 4.23pm on Thursday 28th May 2026.

On the motion of Councillor Andy Roach, seconded by Councillor Anthony Barker,

Members RESOLVED to initiate disciplinary proceedings with one employee.

The Chair thanked members for attending.

Meeting Closed: 16.52pm, Thursday 28th May 2026.

Chairman’s Signature:

Chairman Name:

Date Signed: