



Thursday 25th 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:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,
Leicestershire LE67 5HB on**

Monday 29th June 2026 at 11.00am

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

26-278 APOLOGIES - To receive and approve apologies for absence.

26-279 DECLARATIONS OF INTEREST - To receive any declarations of interest regarding any agenda items.

26-280 PUBLIC PARTICIPATION SESSION - To receive representation and questions from the public in respect of items of business on the agenda.

26-281 MINUTES – To approve and sign the minutes of the Staffing Committee meetings held on 22nd January 2026, and 27th May 2026. **APPENDIX A and B**

26-282 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.

26-283 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 22nd January 2026

Meeting Date: 22nd January 2026

Meeting Location: Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 11.10 AM

Councillors Present:

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

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- No members of public

26-026 APOLOGIES

No apologies were received.

26-027 DECLARATIONS OF INTEREST

Cllr Peter Moulton declared a registrable interest in anything relating to North West Leicestershire District Council, as a ward member for Thornborough Ward.

26-028 PUBLIC PARTICIPATION SESSION

No public were present.

26-029 MINUTES

APPENDIX A

On the motion of Councillor Andy Roach, seconded by Councillor Peter Moulton,

Members RESOLVED that the minutes of the meeting of the Staffing Committee held on Thursday 20th May 2025 be confirmed as a true record and signed by the Chair.

26-030 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.

26-031 STAFF APPRAISALS

The Parish Clerk updated members that staff appraisals were scheduled to be carried out in February.

Received and noted.

26-032 TOIL UPDATE

The Parish Clerk updated members with regards to the current toil position, and why toil had been accrued for each month of the year to date.

On the motion of Councillor Andy Roach, seconded by Councillor Anthony Barker,
Members RESOLVED to make a recommendation to Full Council that the Parish Clerk contract is amended from a temporary 37hrs a week contract to a permanent 37hrs a week contract.

26-033 STAFFING – NATIONAL ANNUAL PAY RISE AWARD 2025-2026

The parish clerk informed members that the National Joint Council annual national pay rise of 3.2% for all employees had been awarded in the July 2025 payroll, and backdated to 1st April 2025.
Received and noted.

26-034 STAFFING – NATIONAL ANNUAL PAY RISE AWARD 2026-2027

The parish clerk informed members that the NJC pay claim for 2026-2027 had been submitted, for the anniversary date of 1st April 2026. The actual final agreed rate was as yet unknown but consideration should be given to this in the budget calculations.
Received and noted.

26-035 STAFF JOB DESCRIPTION AND CONTRACTS

The clerk confirmed all staff were now on NALC model contracts, which had been reviewed by Full Council. No additional changes or reviews were requested by members during the meeting.
Received and noted.

26-036 STAFF TRAINING

Training costs are in the budget but the Parish Clerk would like to put in a training matrix for each job role with councillors training also discussed, so we can budget accordingly. Recommendations to be reviewed at a future meeting.
Received and noted.

26-036 PENSION

On the motion of Councillor Peter Moulton, seconded by Councillor Andy Roach,
Members RESOLVED to make a recommendation to Full Council to increase the employer’s pension contribution by 2.5% at 6 monthly increments, so increase from 10% to 12.5% as of 1st April 2026, and 15% as of 1st October 2026, to achieve our goal of a minimum of 20% employer contribution.

26-037 STAFF BENEFITS

Comparable staff benefits schemes were reviewed, with costings to be provided at a future meeting.

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,
Members RESOLVED that staff members could receive 50% of Park Hall hire fees, if no wage costs were involved, with the staff member carrying out the caretaker duties on the day themselves.

The Chair thanked members for attending.

Meeting Closed: 12.52pm.

Chairman’s Signature:

Chairman Name:

Date Signed:

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APPENDIX B

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

Whitwick Parish Council Staffing Meeting Minutes 5th June 2026

Meeting Date: 5th June 2026

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

Meeting Start Time: 9 am

Councillors Present:

- Cllr Peter Moulton (Chair), Cllr Anthony Barker, Cllr Sue Colledge (Reserve member)

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- No members of public

26-226 APOLOGIES

No apologies for absence were received.

Cllr Andy Roach was absent due to work commitments, so the meeting was adjourned whilst a reserve member was sought.

The meeting was resumed at 9.31am.

Cllr Sue Colledge attended as the reserve member.

26-227 DECLARATIONS OF INTEREST

No declarations of interest regarding any agenda items were received.

26-228 PUBLIC PARTICIPATION SESSION

No members of public were present.

26-229 MINUTES

APPENDIX A

On the motion of Cllr Tony Barker, seconded by Cllr Peter Moulton,

Members RESOLVED to approve the Staffing Committee meeting minutes from the 27th of May 2026 meeting, as a true record, and to be signed by the Chair.

26-230 HR AND HEALTH AND SAFETY SUPPORT

The Parish Clerk talked members through some quotes that had been received for HR, Health and Safety and Legal support, and what level of cover each quote included.

On the motion of Cllr Sue Colledge, seconded by Cllr Peter Moulton,

Members RESOLVED to recommend to Full Council to approve HR and Health and Safety support, for a minimum of 2 years, maximum of 3 years, with HR and H&S, with legal cover to be decided, after confirmation we don't have the existing cover within our current policy.

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.

On the motion of Cllr Peter Moulton, seconded by Cllr Sue Colledge,

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

26-232 STAFFING MATTERS

Members received a brief update from the Parish Clerk.

The Chair thanked members for attending.

Meeting Closed: 9.47am.

Chairman’s Signature:

Chairman Name:

Date Signed: