



*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: