

BLOXHAM PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 FEBRUARY 2026 AT 7.15PM AT JUBILEE HALL, BARLEY CLOSE, BLOXHAM

PRESENT: Councillors Joanna Barton, Amanda Baxter, Mike Fenner and Alex Harrison. Theresa Goss, Clerk and Responsible Financial Officer.

1/26 Declarations of Interest – There were no declarations of interest. Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

2/26 Appointment of Chairman 2025/2026 – Councillor Harrison asked for nominations for Chairman of the Committee for 2025/2026.

Resolved that Councillor Alex Harrison be appointed as Chairman of the Staffing Committee for 2025/2026.

3/26 Minutes - The minutes of the meetings held on 28 February 2024 were taken as read, duly adopted and signed by the Chairman

Resolved that the minutes be approved.

4/26 Matters Arising – There were no matters arising.

5/26 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 6/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

6/26 Staffing – The Committee discussed the role, appraisal and salary of the Clerk and Responsible Financial Officer.

Recommended that:

- 1) the Clerk and Responsible Financial Officer's appraisal for 2025/2026 be noted and approved;
- 2) from 1 April 2025, the Clerk and Responsible Financial Officer's salary be increased to SCP 31 of the National Joint Council for Local Government Services salary scales;
- 3) the Clerk and Responsible Financial Officer be back paid the increase to SCP 31 from 1 April 2025;
- 4) a DSC Health and Safety assessment of the Clerk's homeworking workstation be undertaken; and
- 5) the Bronze Award in the Local Council Awards Scheme be investigated by the Clerk and Chairman.

(The meeting ended at 8:00pm)

Chairman
2027