

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Staffing Committee  
Held at 2pm on Wednesday 19<sup>th</sup> November 2025 at Benians Pavilion.**

**MEMBERS PRESENT:** Cllrs Pullen, McAllister, Davies.  
**IN ATTENDANCE:** Jo Tsigarides Clerk  
**APOLOGIES:** None

**25.09 SC APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**25.10 SC OPEN SESSION/PUBLIC PARTICIPATION**

The Clerk advised the Committee that the payroll administration fees had been increased to £147 per annum (previously £120 per annum). This would be noted at the next Full Council meeting.

A schedule of changes to the Hampshire Pension Fund contributions had been received on 18<sup>th</sup> November 2025 and would be circulated with the December 2025 Full Council paperwork (opt out date February 2026).

**With no further items, the Open Session concluded at 2.02pm and Standing Orders were applied.**

**25.11 SC DECLARATIONS OF INTEREST**

There were no declarations of interest.

**25.12 SC COMMITTEE MINUTES**

On the proposal of Cllr Davies, which was seconded by Cllr McAllister, it was **RESOLVED** to approve the Minutes of the Staffing Committee meeting held on the 20<sup>th</sup> August 2025. All were in agreement that they were a true and accurate reflection of the meeting.

**25.13 SC POLICY REVIEW**

**25.13.1 Absence Management Policy**

Councillors were asked for any suggested amendments to the Absence Management Policy. Cllr Davies requested that some specific changes were made regarding disability and pregnancy related absences. It was agreed that the Clerk would send Cllr Davies a Word version of the policy and he would track changes/insert amendments. This would then be circulated to Councillors before the next meeting.

**25.13.2 Timetable for Policy Review**

A meeting date of January 2026 was agreed where the remaining policies would be reviewed. The policies were divided up amongst Councillors to read through in the first instance and present any suggested amendments at the next Committee meeting.

**25.14 SC APPRAISAL TIMETABLE**

It was agreed that the Clerk would complete the Assistant Clerks appraisal in February 2026 and that the Chairperson of the Council would conduct the Clerks review.

It was noted that the annual pay related appraisals had not taken place for the year 204/2025. Remuneration in lieu of this for members of staff would be discussed later in the meeting.

**25.15 SC To Consider discussing Agenda Items 8 and 9 in a Closed Session**

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister and with all Councillors in agreement, it was **RESOLVED** to discuss the remaining Agenda items in a Closed Session under the Public Bodies (Admissions to meetings) Act 1960.

**25.16 SC Next meeting 14th January 2026**

**25.17 SC Meeting Closed to Public at 2.25pm**

**25.18 SC STAFFING STRUCTURE**

**25.18.1 To discuss current staffing arrangements.**

The Clerk advised that the RFO position had been advertised for one month, with a closing date of the 5<sup>th</sup> November 2025. There had only been one applicant who had withdrawn on the day of interview (11<sup>th</sup> November 2025). Due to the lack of applicants, the Clerk asked for direction from the Committee with regard to recruitment and future planning bearing in mind the personal circumstances of current employees.

**25.19 SC REMUNERATION**

**25.19.1 To discuss suggested pay review for the Assistant Clerk**

On the proposal of Cllr R Pullen which was seconded by Cllr Davies, with all Councillors in agreement, it was **RESOLVED** to make a payment to the Assistant Clerk.

**25.19.2 To consider suggested pay date of the 23<sup>rd</sup> December 2025**

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister, and with all Councillors in agreement it was **RESOLVED** that the December pay date would be amended to 23<sup>rd</sup> December 2025. This would be reported to the Full Council on the 19<sup>th</sup> November 2025.

**25.20 SC Meeting Closed 2.46pm**