



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Email: clerk@aldingbourne-pc.gov.uk

NOTICE OF MEETING

You are hereby summoned to the Aldingbourne Parish Council Governance & Staffing Committee to be held in the Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA on Tuesday 3 June 2025 (to follow the Full Council meeting that starts at 7.00 pm).

AGENDA

1. Agenda item 1 - Apologies for absence

2. Agenda item 2 - Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.

3. Agenda item 3 - Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask layout, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

4. Agenda item 4 - To receive and approve minutes of previous meeting 4 June 2024

5. Agenda item 5 - Matters arising from previous minutes 4 June 2024

No matters arising.

6. Agenda item 6 - Personnel

- To note that the Clerks Performance Management review took place 07.08.24 by Cllr Harbord Targets set are below:-
 - i. The parish council is moving to a large council body and therefore a new financial module is required, the Clerk to oversee this transition and ensure that the parish council meets its financial obligations and reporting with the External Auditors – completed September 2024.
 - ii. To continue ensuring the Parish Council is completely up to date with all matters - ongoing.

- To note that the new NALC 2024/2025 pay scales have been received November 2024 and have been applied through payroll as previously agreed, also noted at Full Council.
- To note that the Pensions Regulator Re-enrolment and re-declaration legal duties as an employer is to be completed after 01.07.25 by the Clerk.

7. Agenda item 7 - Governance

- To review the updated policies schedule (please see TEAMS).
- To approve the following policies:-
 - a. Broadcasting/Filming Policy – no changes.

8. Agenda item 8 - Any other business for information: – Items for inclusion on the next agenda
None.

9. Agenda item 9 - Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.

10. Agenda item 10 - To agree the next meeting of the Governance & Staffing Committee
Councillors agreed that the meetings should be held annually, and the next meeting would be in June 2026.