ALDINGBOURNE PARISH COUNCIL A logo of a town council

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**Minutes of the Governance & Staffing Committee held on Tuesday 3 June 2025, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

**Members:** Cllr Michelle Harbord, Vice Chair of the Parish Council and Chair of the Governance & Staffing Committee, Cllr Sue Foott, Chair of the Parish Council & Cllr George Stapley-Jones.

Clerk to Parish Council – Miss Marie Singleton

1. **Agenda item 1 - Apologies for absence**

All in attendance.

1. **Agenda item 2 - Declarations of Interest**

### Nothing to declare.

1. **Agenda item 3 – Public Participation**

None in attendance.

1. **Agenda item 4 - Approval of minutes of previous Governance & Staffing meeting 4 June 2024**

# The minutes of the Governance & Staffing Committee meeting dated 4 June 2024 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Harbord, seconded Cllr Foott. The minutes were signed by Cllr Harbord.

1. **Agenda item 5 – matters arising from the previous meeting.**

There were no other matters arising from the meeting 4 June 2024 as all had been RESOLVED.

1. **Agenda item 6 - Personnel**

* It was noted that the Clerks Performance Management review took place 07.08.24 by Cllr Harbord with targets set listed below:-
  + 1. 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.
    2. To continue ensuring the Parish Council is completely up to date with all matters - ongoing.

Councillors discussed possible objectives that could be set for the Clerk for 2025/2026 including work that may be required around compliance on the possible re-development of the ASCS, and the possible revision of the Aldingbourne Neighbourhood Plan. The Clerk also advised that she had created a parish council action plan, which had been sent to the Media and Communications Working Party as there were items on community engagement. The plan also brings together numerous parish council documents and their actions into one plan. All of these will be discussed further in August 2025 when the next meeting was due to discuss performance management.

* It was noted that the new NALC 2024/2025 pay scales have been received November 2024 and have been applied though payroll as previously agreed, also noted at Full Council.
* It was noted 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. The Clerk also confirmed that she would once again be opting out of the parish council pension scheme.

1. **Agenda item 7 - Governance**

* The policies schedule was reviewed, and it was noted that all policies were now up to date and available in TEAMS.
* The Broadcasting/Filming Policy was reviewed with no changes. It was agreed to move this to Full Council with an annual review in May alongside all other parish council policies. Proposed by Cllr Stapley-Jones, seconded by Cllr Harbord that this policy should be adopted:

1. **Agenda item 8 - Any other business for information**: – Items for inclusion on the next agenda

None.

1. **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.
2. **Agenda item 10 - To agree the next meeting of the Governance & Staffing Committee**

The next meeting will be held in June 2026.

The meeting opened 7.30 pm and closed 8.00 pm following a Full Council meeting.

SIGNED …………………………………………………Chair Date………………………………………

**THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON THURSDAY JUNE 2026**