



Dawn Lacey – Parish Clerk & RFO

Claygate Parish Council

Claygate Village Hall

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FINAL

16th February 2026

Minutes of the Staffing Committee of Claygate Parish Council held on Thursday 12th February 2026, Treetops Pavillion, Church Road, Claygate

Present: Cllr French, Cllr Sheppard, Cllr Bray

In attendance: Dawn Lacey (Parish Clerk & RFO)

1. Apologies for absence.

Apologies were received from Cllr Burns.

2. To Elect a Chairman of the Staffing Committee

Cllr Bray nominated Cllr French. This was seconded by Cllr Sheppard and carried unanimously.

3. To Elect a Vice-Chairman of the Staffing Committee.

In the absence of Cllr Burns, it was agreed to defer this to the next meeting.

Proposed by Cllr French, seconded by Cllr Bray – carried unanimously.

4. To Confirm Arrangements for the Clerk's Annual Appraisal

It was agreed that Cllr French and Cllr Bray would conduct the Clerk's Appraisal on Monday 23rd February and agree the Clerk's Objectives for 2026/2027.

The Clerk's Appraisal and Objectives would be discussed at the Parish Council Meeting on Thursday 5th March to be held in Closed session.

Proposed by Cllr French, seconded by Cllr Sheppard – carried unanimously.

ACTION: Clerk to add to the agenda.

5. To Confirm a Schedule of Meetings for 2026/2027

A Staffing Committee Meeting would be scheduled for April to agree the Remit and other items.

ACTION: Councillors to confirm the date, venue and time for this meeting.

6. Date of the next meeting still to be confirmed.

MEETING: Claygate Parish Council Staffing Committee

VENUE: Treetops, Recreation Ground, Church Road, Claygate, Surrey KT10 0JP

DATE: Thursday 12th February 2026

TIME: **7.00pm**

Signed:

Date: