Dawn Lacey – Parish Clerk & RFO
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.co.uk

FINAL **5th November 2026**

Minutes of the Staffing Committee of Claygate Parish Council held on Thursday 29th October 2026, Claygate Village Hall, Small Hall, Church Road, Claygate

Present: **Cllr French, Cllr Bray, Cllr Sheppard & Cllr Burns**

In attendance: Dawn Lacey (Parish Clerk & RFO)

1. Apologies for absence.

None

2. To approve the minutes of the previous meeting held on Thursday 24th April 2026.

These were agreed to be a correct copy and were signed and dated by the Chairman.

4. To Elect a Chairman of the Staffing Committee.

Cllr Bray proposed Cllr French who accepted.

Proposed by Cllr Bray and seconded by Cllr Burns – carried unanimously.

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

Cllr Bray proposed Cllr Sheppard who accepted.

Proposed by Cllr Bray and seconded by Cllr Burns – carried unanimously.

5. To review the actions from the previous meeting.

All completed.

6. To discuss the Clerks training and agree any actions required (AAAs).

It was agreed that the Clerk would start her FILCA training in order to complete this before the end of December 2026. The Clerk would then start her ILCA to CILCA training in January 2027 to complete by the end of March 2027.

The costs for both of these courses from the training budget were approved. The Clerk to get the applications made as soon as possible.

ACTION: Clerk

7. To consider Budget requirements for 2027 & AAAs.

The staffing budget requirements for 2027/28 were discussed. There was a potential, but unknown, increase in the Clerk's workload due to the transfer from EBC to East Surrey Council on 1 April 2027. It was agreed to consider this after the SALC Conference on 5th November. The Committee would also review the Clerk's hours to ensure she was able to take her full holiday entitlement.

ACTION: Clerk

8. To review the Clerks current Contract & AAAs.

SALC had advised that the Clerk's current contract should be updated in line with the new NALC model which took account of recent changes in legislation. Cllr French would update the contract for approval at the November Council meeting.

ACTION: Cllr French

SALC had also advised that the salary stated in the Clerk's current contract was a few pence per hour short of Spinal Column Point 31. It was agreed that this should be corrected and the back payment would be arranged.

ACTION: Cllr French

Councillors requested a vote of thanks to be included in the minutes to Cllr French for all her hard work on organising the above.

9. Matters for Information Purposes only.

None

10. To confirm the date of the next meeting.

The next meeting to be held on Thursday 12th February 2027 at 8.45pm, Small Village Hall, Church Road, Claygate, Surrey KT10 0JP

MEETING: Claygate Parish Council Staffing Committee

VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate, Surrey KT10 0JP

DATE: Thursday 29th October 2026

TIME: **8.45pm**

Signed: **Date:**