

NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

You are summoned to attend the Heckington Parish Council Staffing Committee meeting to be held in the **Parish Council Chambers, St Andrews Street, Heckington on Monday 1 June 2026 at 7.30 pm.**

Members of the Press and Public are invited to attend. All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Clerk & RFO

Dated: 27 May 2026

AGENDA

The committee may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination.

The parish council have received advice from LALC in relation to this matter.

The Staffing Committee operates within the limits of the agreed Terms of Reference and as such may need to make recommendations to full council for a resolution.

1) Election of the Chair

2) Chair's Welcome (Safety Announcements)

3) Public Forum: Fifteen minutes will be set aside for Members of the Public to ask questions or make short statements to the Committee about Staffing Matters only; all other matters must be taken to the Parish Council meeting.

The Committee may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the Committee meeting after the public session but **are not** permitted to speak during the meeting. If you would like to make comment during the meeting, please raise your hand if you are able to do so.

4) Councillors present

5) Apologies

Apologies for absence and reasons given.

6) To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011

7) Minutes

- a) To resolve to approve the Clerk's notes of the Staffing Committee Meeting dated Thursday 4 September 2026.

8) General Matters

- a) To discuss whether it is appropriate for Councillor Wright to remain on the Staffing Committee given her appointment as Chair of the Parish Council.
- b) The management of staff appraisals.
- c) Occupational Health Assessment – for workplace exposure limits to noise, vibration and dust (Initial screening exercise completed).
- d) RPE (Fit Testing, legal requirement since 2002).
- e) To set clearly defined parameters for the Clerk's management of the Caretaker role.

f) Caretaker Induction overview.

9) Date and time of the next meeting

10) Closing Comments from the public (limited to brief statements)

11) Closed Session

a) Private and confidential staffing matters.

If you require a more detailed version of the agenda, please contact the Clerk.

If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.