

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 13 July 2026 at 6.30 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: 7 July 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) Chair's Welcome (Safety Announcements)

- 2) **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.

3) Councillors present

4) Apologies

Apologies for absence and reasons given.

5) 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

6) Minutes

- a) To resolve to approve the Clerk's notes of the Staffing Committee Meeting dated Monday 1 June 2026.

7) General Matters

- a) To review and amend Terms of Reference with a view to making proposals to the Parish Council.
- b) To review and amend a template recruitment policy to suit the needs of Heckington Parish Council with a view to making recommendations to the Parish Council.
- c) To note a request from the Clerk to make amendments to her working arrangements to include the regular place of work on a Monday and Friday as the new home address.
- d) To note a recommendation for additional PPE further to ladder training.
- e) To note that the RPE Fit Test has been completed.

8) Date and time of the next meeting

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

10) Closed Session

- a) Private and confidential staffing matters
 - i) To discuss the SAR request submitted by the Clerk in relation to the Code of Conduct.
 - ii) To amend the Clerk's contract (physical copy) of employment based on the change of hours per the minutes dated 31 March 2025 minute reference 16) Closed Session e), the pay rise per resolution minute reference 25/189 (SCP 32 to 33) and the resolution in agenda item 7) c) if appropriate.

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.