**HECKINGTON PARISH COUNCIL**

**Minutes of the Staffing Committee meeting of Heckington Parish Council held on Monday 13 October 2026 at 6.00pm in the Parish Council Chambers, St Andrews Street, Heckington**

1) **Chair's Welcome (SC/26/022)**
The Chair, Councillor Gower delivered the usual health and safety announcements and asked those present to silence their mobile devices as appropriate.

2) **Public Forum (SC/26/023)**
None

3) **Councillors present (SC/26/024)**
Councillor Gower, Chair
Councillor Sexton
Councillor Spencer
Councillor Wright
Councillor Young

4) **Apologies (SC/26/025)**
None

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 (SC/26/026)**
None

6) **Minutes (SC/26/027)**
a) **Councillor Spencer proposed that the Clerk's notes of the Staffing Committee Meeting dated Monday 13 July 2026 are accepted as a true and accurate record of the meeting. The proposal was seconded by the Chair and the motion was passed by resolution of the Committee.** Councillor Young abstained from the vote as she was not present.

7) **General Matters (SC/26/028)**
a) Health and Safety – Occupational Health Assessment (Caretaker)
The Clerk informed the meeting that multiple quotes had been received from a variety of different Occupational Health providers but OH One provided the most competitive quote at £425.00. They are SEQOHS accredited and will carry out routine health testing plus audiometry, spirometry (lung function test), HAVS and skin. They have recommended repeat testing for the Caretaker annually. **The Chair proposed that the Committee proceed with the testing at a cost of £425.00. The proposal was seconded by Councillor Sexton and the motion was passed unanimously by resolution of the Committee.**

b) Budget 2027/28
The Clerk informed the Committee that she has updated the budget prediction for 2027/28 for the staffing committee based on the expenditure at the end of the second quarter. The PAYE/NIC has been separated from salaries to show the breakdown. The budgeted figure has been reduced by £2,486.00. The total for the budget head which now includes locum cover and health screening totals £111,482.89. The recommendation from the Clerk is that £10,000.00 locum cover is diverted to earmarked reserves. **The Chair proposed that the draft staffing budget head is accepted and put**

**forward to the Parish Council for consideration. The proposal was seconded by Councillor Wright and the motion was passed unanimously by resolution of the Committee.**
*Due to a typing error this figure actually sits at £119,437.00 per the published draft budget document agreed by the Parish Council at the October meeting further to the Staffing Committee meeting.*

**8) Date and time of the next meeting (SC/26/029)**
Monday 21 December 2026 at 6pm.

**9) Closing Comments from the public (SC/26/030)**
None

**The Chair proposed that the meeting is moved into closed session at 6.15pm in accordance with the Public Bodies Act 1960 (Admission to meetings). The proposal was seconded by Councillor Young and the motion was passed unanimously by resolution of the Committee.**

**10) Closed Session (SC/26/031)**

a) Private and confidential staffing matters

i) Conclusion of Caretaker Probation
Members noted that the Caretaker's sixth month probation had concluded. The Chair and Clerk confirmed that Mr Wright's appraisal will take place on Friday 16 October 2026.
**Action: Clerk to prepare a letter for Mr Wright to confirm the successful completion of his probation.**

ii) Report from the Chair in relation to the complaint to the Monitoring Officer
The Chair provided an update in relation to the status of the complaint to the Monitoring Officer. There were no resolutions.