



# ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF

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**Chairman:** Cllr Mr Guy Purser **Clerk:** Heather Knight

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Minutes of the **STAFFING COMMITTEE MEETING** of Aldwick Parish Council  
Held on **Tuesday 6<sup>th</sup> January 2026** in the Aldwick Parish Council Chamber

**Those Present:** Cllr R Gotheridge (Chair), Cllr G Purser, Cllr J Rufey and Cllr M Warden

**In attendance:** Mrs H Knight (Clerk)

*The meeting opened at 6.45pm.*

**1. Apologies for Absence.**

None, all committee members being present.

**2. Declarations of Interest and any Changes to Register of Interests.**

There were no Declarations of Interest made by Members. There were no changes to Register of Interests.

The Clerk declared a pecuniary and personal interest in agenda item 7, Annual Salary Reviews, and in agenda item 8, change of clerk's contracted hours, where these relate to her contract of employment and remuneration.

**3. Appointment of Vice Chairman of the Committee**

Following proposal and seconding, it was **RESOLVED** to appoint Cllr Purser as Vice Chairman.

**4. Minutes of the Staffing Committee meeting held on 3<sup>rd</sup> September 2024.**

It was **RESOLVED** to approve that the Minutes of the meeting held on 3<sup>rd</sup> September 2024 were a correct record and that the Committee Chair sign them.

**5. To resolve to move to confidential business, requiring the exclusion of public and press**

Owing to the confidential nature of the following agenda items (staffing/contractual) it was **RESOLVED** to exclude members of the public and press (SO.3d refers).

**6. Staff Appraisals**

It was noted that annual staff appraisals had been completed, the Clerk as line manager having conducted the Assistant Clerk's appraisal in November 2025 and the Chair of Council having conducted the Clerk's appraisal in December 2025 on behalf of the Staffing Committee/Council. These were later than normal and it was planned to implement a timeframe of completion by end of September annually. The Clerk and Chair of Council reported briefly on the individual appraisals and outcomes.

## 7. Annual Salary Reviews

The Clerk's report was noted, including the recommendation for a 1SCP (spinal column point) increase for the Assistant Clerk. The reports included the possibility of increasing the Clerk's hours of work by 5 per week, as it had budgetary impact. Members discussed current staff salary SCPs, potential increases of 1xSCP for both Clerk and Assistant Clerk, any change to contracted hours/staff resourcing, and resulting impact on the current budget and 2026-27 budget. Figures for the salary budget line were available for discussion but related employer tax and pension implications had not been worked through.

The Clerk left the meeting at the point when Members discussed in detail her own salary review, returning to the meeting for the decision.

It was **RESOLVED** to recommend to full Council that the Clerk and the Assistant Clerk be moved by 1 SCP each to SCP 33 and SCP 17 respectively, backdated to 1<sup>st</sup> April 2025.

## 8. Variation to Clerk's contracted hours

As a result of matters arising through recent budget discussions and staff appraisal process, consideration was given to appropriate staff resourcing and the Clerk/RFO contracted hours. Members discussed potential options regarding changes to the Clerk's contracted hours from 25 per week to 30 per week, to reflect the needs of the post, and when this might take effect. Whilst potential salary increases and professional development had been factored into the current 2025-26 budget, changes to staff hours had not. The 2026-27 draft budget included capacity for salary increases but consideration of staff resourcing had been around the potential for additional administrative staff only.

Following discussion with the Clerk, the Committee **RESOLVED** to recommend to full Council that the Clerk's hours be increased from 25 to 30 per week with effect from 1<sup>st</sup> January 2026, noting that this would produce a likely budget overspend in the region of £1,300. As this would also impact the draft 2026-27 budget being considered by Council on 20<sup>th</sup> January 2026, it was further **RESOLVED** that an amended draft budget including £50,000.00 for salaries and appropriately adjusted employer liabilities would be put to the Council meeting. The Clerk would produce a revised draft budget and circulate to the Staffing Committee and Budget Working Group for clarity, ahead of the Council agenda circulation.

## 9. Date and time of next Staffing Committee Meeting

To be decided.

*The meeting closed at 7.34pm.*

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CHAIR

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DATE