

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Monday 12th January 2026 at 5.30pm in Committee Room, Council Office, Laughton Road, Dinnington

Present: Cllrs N Ruff (Chair), D Adams, J Hall, J Hart, Z Lowe, K Smallwood, D Smith.

Apologies: None

In attendance: A Wright (Clerk), A Wilson (Locum Clerk)

S01/26 Public Questions

To answer questions from the last meeting: and
To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise; followed by the

FORMAL MEETING

S02/26 Apologies for Absence

Members are asked to receive and consider any reasons for absence. There were no apologies or reasons for absence to receive.

S03/26 Declarations of Interest

Members are asked to receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate. There were no declarations raised.

S04/26 Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meeting held on Monday 13 October 2025.

Resolved: Councillors approve the minutes of the Staffing and Complaints Committee meeting held on Monday 13 October 2025 as a true record and to be signed by the Chairman and kept on file.

S05/26 Exclusion of Public and Press

Members are asked to identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)).

There were no members of the public or press to be excluded.

S06/26 General Staffing Matters

A) The Locum Clerk reminded Councillors of the need to maintain confidentiality of the meeting discussions and gave some background to the staffing review which had previously been suggested. The Locum Clerk highlighted some areas of concern and noted one particular incident which had been reported to the Chairman. There

was a wider need for a staffing review, and the current job descriptions needed reviewing to futureproof the council.

It was noted that the Assistant Clerk had resigned to take early retirement.

Councillors discussed in depth the concerns raised by the Locum Clerk, many of which had been highlighted by previous Clerks and also noted emergency incidents when staff had worked out of hours.

Resolved: Councillors agreed to the undertaking of a staffing review to be completed before the end of March 2026.

Further Resolved: that staff appraisals be undertaken after the staffing review had been completed.

A further discussion was held regarding the casual staff working in the Lyric Bar and the need for formal contracts and arrangements to cover for the Lyric Manager at events. A concern was noted regarding a free ticket for an event at the Lyric Theatre and it was confirmed that anyone could not obtain free tickets.

Resolved: That there be an approval process for casual bar staff before each event and that contracts are issued to those staff.

- B) Cleaner absence – The Locum Clerk reported that a member of staff had been off work for some time. A Councillor noted that one of the maintenance team had cleaning included in their contract. A discussion was held regarding the role of the cleaner and the need to ensure the premises were cleaned during their absence. The Clerk and Locum Clerk recommended that an agency cleaner be employed.

Resolved: That an agency cleaner be employed to cover the cleaner's absence.

- C) Staff Pensions – The Parish Clerk informed Councillors that the current employer pension contributions of 3% were very low in comparison with charity employers, the local authority and the civil service and requested that this be reviewed. The Chair noted that the current pension provided did not have a good reputation and suggested that other providers be considered. A Councillor gave some historical context to the decisions made regarding staff pensions when the law changed to require employees to be enrolled in a workplace pension; at that time the staff did not want to join a pension at all, did not consult their union for advice and would only accept the offer from the current provider. A Councillor suggested that staff be asked about the pension as part of the staffing review process.
- D) Staff misconduct – A Councillor asked what action would be taken regarding a member of staff who had ~~sworn~~ used bad language at the Locum Clerk when asked to undertake a job. The Locum Clerk did not want to submit a formal complaint but suggested she talk to the member of staff about the incident. The Chair offered to be present and support the Locum Clerk when she talked to the member of staff. A Councillor informed the meeting that they had spoken to a member of staff about an unacceptable comment which had been made that morning but had dealt with it there and then.

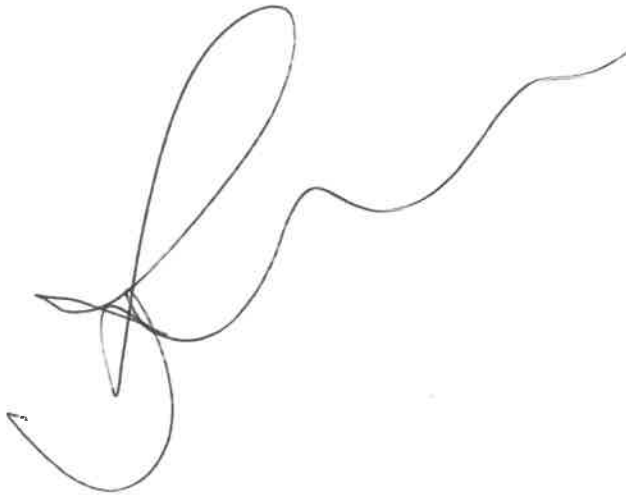
Resolved: that the Locum Clerk speak with the member of staff concerned.

- E) Meeting Summons – A Councillor queried the wording of the letter informing Councillors of the Committee meeting and whether it should be worded as a summons to the meeting or an invite. A Councillor asked for clarification to be

obtained. The Locum Clerk stated that the wording was correct for all agendas but confirmed that the Parish Clerk would bring confirmation to the next meeting.

S07/26 To discuss and note any items for inclusion on the next agenda.

Meeting Closed: 18:45

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a wavy line.

