

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Wednesday 8th April 2026 at 2pm in the Committee Room, Council Office, Laughton Road, Dinnington

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

Apologies: Cllrs G Cruickshanks and K Smallwood

In attendance: A Wright (Clerk), Cllr W Hall

S17/26 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

There were no questions raised.

S18/26 Apologies for Absence

Members are asked to receive and consider any reasons for absence.

Apologies for absence had been received from Cllrs G Cruickshanks and K Smallwood.

Resolved: Councillors accepted and approved the apologies for absence from Cllrs G Cruickshanks and K Smallwood.

S19/26 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.

S20/26 Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meetings held on Tuesday 2nd September 2025 and Tuesday 31st March 2026.

Resolved: Councillors approve the minutes of the Staffing and Complaints Committee meetings held on Tuesday 2nd September 2025 and Tuesday 31st March 2026 as a true record to be signed by the Chairman and kept on file.

S21/26 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 was one member of the public in attendance.

Resolved: Councillors considered the remaining items on the agenda confidential and the member of the public left the meeting

(14.02 Cllr W Hall left the meeting)

Chairman Signature:

S22/26

Staffing Review

Members are asked to consider and approve the revised job descriptions and staffing review report.

Councillors discussed the documents which had been sent with the agenda and noted the framework which had been presented. The process was recognised as including the involvement of staff and the next stage was to look at the suggestions for the future.

The clerk outlined the proposed staffing structure and highlighted the differences from the current structure. The proposal to create a structure where staff roles are designated to cover for each other was noted and it was also noted that other structures could be considered.

The line management of staff was discussed and how much those with the title of manager are involved in staff appraisals.

The Cemetery was discussed and the aim to improve the area back to award winning status and it was noted that in the past, that had been achieved by one person being based at the Cemetery full-time.

The current members of staff were discussed along with the need to look at what the Town Council would like to achieve with assets such as the Lyric and Cemetery. It was noted that the Lyric was not self-funding and cost the Town Council around £60,000 a year but that included Community use for which people were not charged.

A three point approach was suggested:

- 1) Consideration of the staffing structure proposed in the staffing review report with clear financial comparisons to the current structure
- 2) Consideration of what the Town Council want to achieve and where staff are required to achieve those aims
- 3) The Clerk to discuss with staff the responsibilities of line management to ensure they are fully aware of the expectations under any new staffing structure

A comment was made that students had been used in the past to assist with Town Council work.

S23/26

General Staffing Matters

- i) Consideration of staff Christmas bonus
Councillors asked the Clerk to speak to staff about their preferences and outline a number of options which could be considered.
- ii) Consideration of employer pension contributions
The level of employer pension contribution was discussed and staff would be asked if an increase in employer contribution could be a replacement for the Christmas bonus.
- iii) Consideration of a reported incident at the Lyric
An incident at the Lyric last year had been investigated by the Clerk and Locum Clerk and a report had been sent to Committee Members. The recommendation to reinforce the rule that neither staff nor Councillors were to receive free tickets to events and no-one was permitted to bring their own alcoholic drinks to events

S24/26

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

The continuation of discussions around the staffing review once further information had been gathered.

S25/26

To arrange the date of the next Staffing and Complaints Committee

The next meeting will be arranged by the Clerk once all requested information has been gathered.

Meeting Closed: 15.24