

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Wednesday 29th April 2026 at 1pm in the Committee Room, Council Office, Laughton Road, Dinnington

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

Apologies: Cllr K Smallwood

In attendance: A Wright (Clerk)

S26/26 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.

S27/26 Apologies for Absence

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

Apologies for absence had been received from Cllr K Smallwood.

Resolved: Councillors accepted and approved the apologies for absence from Cllr K Smallwood.

S28/26 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.

S29/26 Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meeting held on Wednesday 8th April 2026.

Resolved: Councillors approved the minutes of the Staffing and Complaints Committee meeting held on Wednesday 8th April 2026 as a true record to be signed by the Chair and kept on file.

S30/26 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 exclude.

S31/26

Staffing Review

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

The Clerk gave Town Councillors information on the difference in costs for the new staffing structure compared to the old structure and outlined the implications for each current member of staff. It was noted that updates were needed to staff terms and conditions and staffing policies to bring them up to date and the new structure had been proposed following the early retirement of the Assistant Clerk.

A discussion was held about the staffing structure and ensuring staff understand their responsibilities under the new structure. Clarity was asked for regarding the management of social media and which staff member would take that on.

Resolved: That the new staffing structure be accepted and taken to the next Town Council meeting for approval

S32/26

General Staffing Matters

- i) Consideration of staff Christmas bonus
The Clerk informed Councillors that staff had requested for consideration to be given to introducing a cashback healthcare scheme for staff as part of their terms and conditions of employment and if that was not acceptable, they would prefer the bonus to continue in its present format.

Councillors discussed the benefits of a cashback healthcare scheme and the additional benefits to employees where schemes are paid through the payroll system by employers.

Resolved: That the replacement of a staff Christmas bonus with the provision for each member of staff to access a cashback healthcare scheme paid for by the Town Council be accepted and taken to the next Town Council meeting for approval.

- ii) Consideration of employer pension contributions
The level of employer pension contribution and pension scheme provider was discussed. It was decided that further investigation into an alternative provider be made and the matter be looked at again in a year's time.

S33/26

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

The continuation of discussions around implementing the staffing review if it is approved by the full Town Council.

S34/26

To arrange the date of the next Staffing and Complaints Committee

The next meeting will be arranged by the Clerk after the Town council meeting on Monday 11th May 2026.

Meeting Closed: 14.04