

Dinnington St John's Town Council

Minutes of the Staffing and Complaints Committee Meeting on Monday 7th September 2026 at 3.30pm in the Committee Room, Council Office, Laughton Road, Dinnington

Present: Cllr D Smith (Chair), Cllr D Adams, Cllr J Hall, Cllr J Hart, Cllr Z Lowe, Cllr D Scriven,

Apologies: Cllr N Ruff

Absent: Cllr G Cruickshanks, Cllr S Scott

In attendance: A Wright (Clerk & RFO) C Radford (Town Council Assistant Clerk)

0 members of the public

The Chairman opened the meeting and stressed the need for personal matters relating to staff which would be discussed at the meeting to remain confidential.

S28/27 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

No questions received.

FORMAL MEETING

S29/27 Apologies for Absence

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

Apologies for absence had been received from Cllr N Ruff

Resolved: Councillors accepted and approved the apologies for absence from Cllr N Ruff. Members noted that Cllr G Cruickshanks and Cllr S Scott were absent and no apologies were received by the Clerk.

S30/27 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.

S31/27 Minutes

Members are asked to approve the minutes from the Staffing and Complaints Committee meeting held on Tuesday 21st July 2026.

S19/27 - A member asked if the Clerk had contacted the Councillors and she confirmed that contact had been made with one Councillor but no response had been received from the other. It was noted that the membership of committees was determined by the full Town Council.

S21/27 – A member asked whether staff signing the new contracts would no longer be entitled to paid lunch breaks. The Clerk clarified that the reference to unpaid lunch breaks had been removed from the contracts of the staff affected following advice sought from the HR provider.

S24/27 – A member asked about receiving copies of the individual contracts. The Clerk clarified that the contracts were all modelled on the NALC contract which had been sent as a paper copy with the agenda and that the copies for individual roles had been sent by email.

S25/27 – A member noted that the information relating to staff salaries had not been sent with the agenda. The Clerk explained that the differences needed to be explained in person.

Resolved: Councillors approved the minutes of the Staffing and Complaints Committee meeting held on Tuesday 21st July 2026 as a true record to be signed by the Chair and kept on file.

- S32/27 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 and the Chair confirmed the confidentiality of the items to be discussed.

- S33/27 Members are asked to consider an update on the appointment of the Lyric Theatre and Events Administrator**

The Clerk updated members that the new member of staff had started work last week and had made a brilliant start. Members asked about line management and training and the Clerk confirmed the line management arrangement and access being given to training.

- S34/27 Members are asked to consider and approve the NALC model contract to be given to all staff**

The clerk requested a minor edit to the phrasing relating to flexibility in working hours under section 6 of the model contract

Resolved: Members resolved that the wording of section 6 be changed from 'are' to 'may be'.

Members discussed the reference to paid breaks, health and safety concerns, probationary periods, differences for casual staff, uniform entitlement for relevant members of staff and holiday entitlement.

Resolved: Members resolved that the holiday entitlement for staff remains the same for those staff currently entitled to 25 days annual leave.

A Member asked about the entitlement to Westfield Health for staff and the clerk confirmed that staff had the choice whether to opt in and also to increase the level of their membership by paying the extra themselves.

Resolved: Members resolved that the revised NALC contract be approved and given to staff with the amendments noted.

- S35/27 Members are asked to review the salaries of staff**

Following on from the last Staffing and Complaints Committee meeting, the clerk explained that scale points for staff were included on old contracts and were mostly fine. The clerk informed members of some of the differences and some members asked for the salary figures.

16.40 - Cllr J Hall and Cllr Z Lowe left the meeting.

A member expressed discomfort at the departure of the two Councillors. The Chair gave further information about a situation he had been informed about regarding a Councillor talking in public about previous meeting discussions. He wanted all committee members to have access to relevant information but had to try and balance that with the previous breach of confidentiality.

Members discussed the information given by the clerk, who explained that the format for the meeting was to discuss the principles before accessing specific salary information and then coming to a resolution.

A member suggested that the job title of the Works and Cemetery Supervisor should be amended to Works and Cemetery Manager.

Members discussed the queries raised by the clerk relating to individual members of staff.

17.07 C Radford left the meeting.

It was suggested that an extra-ordinary meeting should be arranged to discuss the issue of confidentiality and a member confirmed their understanding that some information might not need to be disclosed due to the possibility of it being taken out of context.

S36/27 Review of staffing and salary structure

This was covered in the previous agenda item.

S37/27 Review of Clerk's induction

The Chair confirmed that he had undertaken the clerk's review and recommended that her position be confirmed and an increment be awarded.

Resolved: To confirm the clerk in post and approve the salary increment increase

S38/27 Members are asked to discuss and note any matters for inclusion on the next meeting.

This item was not discussed

S39/27 To note the dates for the next meetings of the Staffing and Complaints Committee as Monday 2nd November at 3.30pm, Monday 18th January 2027 at 3.30pm, Monday 1st March at 3.30pm

Meeting Closed: 17.24