



Ashington Parish Council

Telephone: 07851 009655

Email: clerk@ashingtonpc.org.uk

www.ashingtonpc.org.uk

MINUTES of the Staffing Committee Meeting held on Thursday 26th March 2026, at 7:30pm Ashington Community Centre, Foster Lane, Ashington

Present:

Councillors: Sam Barnett, Philip Kerrey (Committee Chair), Graeme MacPherson (in ex-officio capacity), Tony Moss

In attendance:

Clerk and RFO: Lee English

Members of the Public: 0

S/01/26	<u>Apologies for absence</u> None
S/02/26	<u>Declaration of Interests</u> None
S/03/26	<u>Public Adjournment</u> No public in attendance
S/04/26	<u>Employment updates</u> <ol style="list-style-type: none">Local Government Pension Scheme (LGPS) – It was noted that the employer’s contribution rate had changed from 18.2% to 15%.
<p><u>CONFIDENTIAL SESSION</u> - the Chairman proposed, under the Public Bodies (Admissions to Meetings) Act 1960, and in accordance with Standing Orders 3d, to exclude the press and public on the grounds that the confidential matters to be discussed under item S/05/26 and S/06/26 below would be prejudicial in the public interest. APPROVED by all.</p> <p>Confidential session started at 7:50pm</p>	
S/05/26	<u>Staff recruitment</u> Advice had been received from West Sussex Association of Local Councils (WSALC) with regards to the recruitment process for a 2nd member of staff. <ol style="list-style-type: none">To discuss scope of the role It was proposed to recruit an Assistant Clerk

	<p>2. To discuss and propose allocation of hours for both staffing roles Assistant Clerk – 12 hours per week Clerk / RFO – to remain on 22 hours per week</p> <p>3. To discuss and propose pay and conditions It was proposed –</p> <ul style="list-style-type: none"> - To use the model National Association Local Councils (NALC) contract of employment, terms and conditions. - That the Assistant Clerk be enrolled in the Local Government Pension Scheme. - That the salary range be between £14-16 per hour, dependant on experience. <p>4. To draft recruitment paperwork including advert for vacancy, application form, job description, person specification and any other relevant documents It was proposed that the Staffing Committee draft the recruitment documents and that WSALC review the documents and handle the recruitment process (no additional charge as subscribed to WSALC).</p> <p>Items 1-4 to be proposed at the Full Council meeting on 9th April 2026 for approval.</p>
<p>S/06/26</p>	<p><u>Clerk hours</u> To review current hours and propose any amendments</p> <p>1. To discuss and review Clerk hrs from April 2026 Clerk / RFO hours to remain as per contract and council to consider any requests for overtime as required.</p>

Meeting closed at 9:37 pm

Signed: **Date:**