

ARDLEIGH PARISH COUNCIL



To: Members of Ardleigh Parish Council Staffing Committee

You are hereby summoned to attend the Meeting of Ardleigh Parish Council Staffing Committee to be held on

Monday 7 September 2026 at Ardleigh Village Hall (Committee Room) at 4pm

for the purpose of transacting the business as set out in the Agenda.

Prior to the start of discussion of items on the agenda, up to 15 minutes is available to the public to address the members of the Committee on any item on the agenda. The terms of reference for this Committee state that the meeting is to be held in private due to the confidential nature of business.

Rachel Edwards – Parish Clerk

Dated 2 September 2026

Rachel Edwards

AGENDA

1. Public participation

Please note a maximum of 15 minutes will be allowed for public comments and questions, restricted to items listed on the following agenda. At the close of this item members of the public will no longer be permitted to address the members of the Council.

2. Apologies and reasons for absence

To note apologies.

3. Declaration of Interests

To receive declaration of any pecuniary or non-pecuniary interests relating to agenda items.

4. Notes of previous meeting

The last meeting of the Staffing Committee took place on 1 June 2026. (See attachment).

5. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda items number 7 onwards as the Committee will be considering information about individual members of staff.

6. To consider staffing arrangements

To consider staffing issues including:

- i. Extension of Rachel Fletcher's contract as RFO, currently under contract until 31 October 2026.
- ii. Should the extension not be agreed, the Committee must agree:
 - a. will the RFO role will be retained, and subsequently a replacement RFO be appointed.
 - b. will the RFO role be incorporated back into the Clerk's role.
- iii. Further discussion needed dependent on the decision to point (ii):
 - a. details relating to recruitment should the recommendation be to recruit a replacement RFO.
 - b. hours available to the Clerk to undertake the additional RFO role should that be the recommendation.

- c. consideration of additional hours or posts needed to meet the workload of the Council.
- iv. Training. The Clerk would like to discuss arrangements for her to book training courses for herself with a streamlined or delegated decision process (with limits applied by the Committee).
- v. Future staffing structure- support for the role of Clerk in the short and longer-term alongside the newly appointed fixed-term Facilities and Maintenance Officer.

This was previously agreed as the potential to ask for admin support from the former Assistant Clerk at up to 7.5 hours per week on zero hours contract at previously agreed rate. The Clerk requests this agreement remains in place.
- vi. Discussion with the Clerk relating to the probation period of the Facilities and Maintenance Officer.
- vii. Review the Staffing Committee Terms of Reference following the informal meeting held by Councillors on 26 August 2026.

7. Meeting Closes