



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 1 June 2026 at Ardleigh Village Hall (Committee Room) at 3.00pm

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 Fletcher – Parish Clerk

Dated 27 May 2026

Rachel Fletcher

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. Appointment of Chair and Vice-Chair

To note Councillors elected on to the Staffing Committee at the full Council meeting on 11 May 2026 were Cllrs Barrott, Marshall and Waters. Councillors to agree who would be appointed Chair and Vice-Chair of the Staffing Committee.

3. Apologies and reasons for absence

To note apologies.

4. Declaration of Interests

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

5. Notes of previous meeting

The last meeting of the Staffing Committee took place on 2 October 2023. Notes are attached.

6. 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.

7. To consider staffing arrangements

To consider staffing issues including:

- i. Workload analysis of Clerk and Deputy Clerk 2025. (see attachment).
- ii. The Clerk's resignation and arrangements for notice.
- iii. Future staffing structure- discuss proposals including arrangements for Responsible Financial Officer, support for the role of Clerk in the short and long-term alongside the newly appointed fixed-term Facilities and Maintenance Officer (see attachments).
- iv. Appointment of current Deputy Clerk as permanent Parish Clerk and confirm any other permanent or fixed term or casual appointments to be made.

8. Meeting Closes