

ADDERBURY PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON MONDAY 9 FEBRUARY 2026 AT 5.00PM

PRESENT: Chairman, Councillor Oliver Ighani: Councillors Jacky Atkinson, Diane Bratt and Rachel Moffat.

7/25 Declarations of Interest - There were no declarations of interest.

8/25 Minutes - The minutes of the meeting held on 16 April 2025 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 16 April 2025 be approved.

9/25 Matters Arising from the Minutes of 16 April 2025 – There were no matters arising.

10/25 Terms of Reference – Prior to the meeting, the Terms of Reference for the Committee had been circulated to the Parish Council.

Resolved that the Terms of Reference be approved.

11/25 Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 12/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

12/25 Staffing Matters – Prior to the meeting, information on the Annual Performance Review for 2025/2026 for the Clerk and Responsible Financial Officer had been circulated to the Committee. The Committee agreed and signed off the Appraisal for 2025/2026.

After a discussion on the tasks an LC3 SCP 33 Clerk was expected to cover, the Committee agreed to process a salary review for the Clerk up to SCP 34. As the CiLCA would be reviewed this year, the Committee suggested that once the review was complete, the Clerk identifies any modules that she needed, and training was arranged so she could add these to her on-going qualification.

The Committee was aware that once the Clerk reached SCP 36 she would not be able to progress without significant changes to her role or work or training taken, so advised the Clerk to review what training was available and suggest courses she might want to complete over the next four years, to increase the chances of being able to go above the LC3 level.

The Parish Council was very happy with all the work she completed for Adderbury Parish Council and would be lost without her skills and expertise. The Committee hoped her role as an IA was fulfilling and helped her to assist all her Parishes including Adderbury.

Resolved that:

- (1) the Performance Review for 2025/2026 be approved; and
- (2) the Clerk and Responsible Financial Officer be awarded an incremental rise to SCP34 on the NJC pay scales, from 1 April 2026.

(Meeting closed 5.45pm)

Chairman