

# *Dalton with Newton Town Council*

## **Finance Committee**

Notice is hereby given that a meeting of the Staffing Committee of Dalton with Newton Town Council will be held on Monday 30<sup>th</sup> March 2026 at 6.00pm in the Town Hall, Station Road, Dalton-in-Furness.

*Committee Members are requested to attend.*

## **Agenda**

### **1. Apologies for Absence**

To receive apologies for absence.

### **2. Declarations of Interest**

To receive declarations of interest (including pecuniary and non-pecuniary) in respect of items contained in this agenda.

### **3. Exclusion of Press and Public**

To consider passing the following resolution:

***That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information relating to individual employees.***

### **4. Staff Appraisals**

**a.** To receive a report from the Clerk on the completed appraisals of the Groundsman and Administrative Assistant.

**b.** To receive feedback from the appointed Committee Member regarding the Clerk's appraisal.

### **5. Staffing Matters Arising from Appraisals**

To consider recommendations from the Clerk regarding the Administrative Assistant, including:

**a.** Proposed increase in contracted hours from 20 - 26

**b.** Training and development plan – support further training

- c. Potential review of pay scale upon completion of relevant training
- d. Consideration of revised job title (Assistant Clerk) upon completion of relevant training

*C. Stainton*  
Town Clerk/RFO  
24<sup>th</sup> March 2026