

Dalton with Newton Town Council
Minutes of the Staffing Committee Meeting held on Monday 30th March 2026 in the
Town Hall, Station Road, Dalton-in-Furness at 6.00pm

Present: Councillors N Perie, A Fox, C Fox and B Solari

In Attendance: C Stainton – Clerk/RFO

S1/03/2026 Apologies for Absence

There were no apologies to receive.

S2/03/2026 Declarations of Interest

There were no declarations of interest in respect of the items contained within the agenda.

S3/03/2026 Exclusion of Press and Public

Resolved: 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.

S4/03/2026 Staff Appraisals

a. Councillors received a report from the Clerk on the completed appraisals of the Groundsman and Administrative Assistant. No concerns were raised.

b. Councillors received feedback from Cllr A Fox on the Clerk’s appraisal. No concerns were raised.

S5/03/2026 Staffing Matters Arising from Appraisals

Councillors considered the recommendations from the Clerk regarding the Administrative Assistant.

Recommended to Full Council:

a. To increase contracted hours from 20 to 26 per week.

b. To support further training (ILCA).

c. To award a pay scale increase from SCP 17 to SCP 20 upon completion of relevant training.

d. To agree a revised job title from Administrative Assistant to Assistant Clerk upon completion of relevant training.

Meeting closed at 6.25pm

Signed:
(Chair)

Date:

C. Stainton
Town Clerk
31st March 2026