# Dalton with Newton Town Council

## Minutes of the Staffing Committee Meeting held on Wednesday 11th November 2026 in the Town Hall, Station Road, Dalton-in-Furness at 6.00pm

**Present:** Councillors N Perie, A Fox, C Fox and A Thurlow

**In Attendance:** C Stainton – Clerk/RFO

**S1/11/2026 Apologies for Absence**
Apologies were received from Cllr B Solari

**S2/11/2026 Declarations of Interest**
There were no declarations of interest in respect of the items contained within the agenda.

**S3/11/2026 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.

**S4/11/2026 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.

**S5/11/2026 Staffing Matters Arising from Appraisals**
**a.** The Committee considered the Assistant Clerk's request for an increase in contracted working hours.
It was proposed by Cllr C Fox and seconded by Cllr A Thurlow that consideration of the request be deferred until February 2027.
**Resolved:** That consideration of the Assistant Clerk's request for an increase in contracted working hours be deferred until February 2027.
**b.** The Committee reviewed the Clerk/RFO's current pay scale, which remained based on the previous Deputy Clerk role.
It was proposed by Cllr A Thurlow and seconded by Cllr A Fox that the Clerk/RFO's pay scale be increased to SCP 41 with effect from April 2027.
**Resolved:** That the Clerk/RFO's pay scale be increased to SCP 41 with effect from April 2027, subject to approval by Full Council.

**S6/11/2026 Office Staff Working Hours and Additional Hours**
The Committee noted the current arrangements in place for managing additional hours worked by office staff, including the recording of the date, reason for the additional hours and when the time was subsequently taken back.
Members expressed their satisfaction with the current arrangements and the existing recording system.

**Meeting closed at 6.30pm**

Signed: .....
(Chair)

Date: .....

C. Stainton
Town Clerk
12th November 2026