

26 Eaton Village
Eaton, Oxfordshire OX13 5PR
parishclerk@northleighparishcouncil.gov.uk
07796 039 496

**DRAFT MINUTES of the Meeting of the Staffing Committee of North Leigh Parish Council (NLPC)
held on Tuesday the 21st July 2026 at 7:30pm in the Turner Hall**

Councillors Present: Kevin Swann, Carol Frost and Andy Clements.

In attendance: Allison Leigh, Clerk

1/26. Election of Chair of Staffing Committee: AC nominated and KS seconded Carol Frost as Chair. Carol Frost accepted the role.

2/26. Apologies for absence: Councillor David Harris

3/26. Declarations of interest: None

4/26. Public Forum: No members of the public were present.

5/25. Policies: The Committee considered resolved to review the following policies and submit comments to be on the next agenda of the Staffing Committee.

- i. Grievance Policy
- ii. Disciplinary Policy
- iii. Compassionate Leave Policy
- iv. Bereavement Policy

6/26: Outstanding actions:

- i. Update of Clerks' contract: The Committee resolved for the Clerk to update the model contract from NALC with the relevant elements from the current contract and circulate to the Committee for the next meeting of the Staffing Committee.

7/26: Matters for report: None.

8/26: To consider removing members of the public due to confidential nature: The Committee resolved to hold the following in a confidential session due to its nature.

9/26: Consider staff remuneration: The Clerk left the room as the Committee held a discussion. The Committee resolved to review this further and present findings to the Clerk at the appraisal.

10/26: Set Clerk appraisal date. The appraisal date was set.

The meeting closed at 11:15am.