

MINUTES of the EMPLOYMENT COMMITTEE MEETING of FEERING PARISH COUNCIL
held at Feering Community Centre on **Tuesday 6 October 2026** at 10.00 am

Present: Cllr P Carlaw (Chair) Cllr J Spencer Cllr J Maddison
Lisa Collins – Clerk to the Council

019/2026 Welcome and Apologies

Cllr Carlaw welcomed everyone to the meeting. No apologies were received.

020/2026 Declarations of Interest

No declarations of interest were received.

021/2026 To approve the minutes of the meeting of the Employment Committee held on 31 March 2026

After discussion it was **agreed** that the minutes of the Employment Committee were approved as a true record of the meeting held on 31 March 2026. Proposed Cllr Carlaw, seconded Cllr Maddison

022/2026 Resolution to exclude public and press

After discussion it was **resolved** to exclude public and press from the meeting due to the confidential nature of the business to be discussed. Proposed Cllr Carlaw, seconded Cllr Spencer.

023/2026 To review Communications Officer Role

After discussion it was **agreed** to accept the Clerk's recommendation regarding the Communications Officer. Proposed by Cllr Spencer, seconded by Cllr Maddison

024/2026 To review Clerk's Targets agreed at 31 March 2026 meeting

After discussion it was **agreed** that the Clerk's targets were being met and that there was still six months left for them to be completed.

025/2026 To review training targets

Discussion was held around training for the Clerk, staff and councillors. It was discussed that recommendation should be made that Councillors who are on a particular committee should undertake relevant training for that committee.

026/2026 To consider budget for staff for 2027/2028 for precept

Discussion was held around the staff budget for 2027/2028. It was **agreed** that this should be revisited and circulated after the budget has taken place at the end of October.

027/2026 Items for Next Agenda

- i Review of Communications Officer
- ii Staff Appraisals
- iii Staff Targets

028/2026 Date for next meeting

The next meeting will be held on 9 March 2027

029/2026 Close of Meeting

There being no further business the Chair closed the meeting at 11.25 am and thanked everyone for attending.

Signed

9 March 2027

Cllr Pam Carlaw

DRAFT