WESTERN VALLEY
Parish Council

Minutes of a Meeting of the Staffing Committee of the Western Valley Parish Council

Thursday 27th August 2026 at 19:30, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session – Prior to the Start of the Meeting
None.

Members Present:

Chair	Cllr V Humphries (VH)
Members	Cllr A Dearlove (AD)
	Cllr A Thompson (AT)

Officers Present:

Clerk to the Council	Mrs L White (LW)

Public and Press: None.

Meeting Started 19:36

26.04.1. To elect a Chairman of the Committee for the year ahead. [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to elect Cllr Humphries as Chair of the Committee.

26.04.1.1. To receive Chairman's acceptance of office [LGA 1972 s83(4)]

The Chair signed the declaration of acceptance of office, it was countersigned by the Clerk and received.

26.04.2. Apologies [LGA 1972 s85(1)]

26.04.2.1. To receive apologies for absence.

None.

26.04.3. To receive declarations of interest for items on this agenda [LA 2011 s31]

None.

26.04.4. To approve the minutes of previous committee meetings. [LA 1972 Sch 12. Para 41(1)]

26.04.4.1. Meeting held on 10th July 2025

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

26.04.5. To consider governing documents as delegated by the full council, and approve any updates or approve them as suitable for use as is.

26.04.5.1. Sexual Harassment Policy [WP(AofEA 2010)A 2023] Appendix A

Resolved: Approved Unanimously suitable for use as written with agreed amendments.

26.04.5.2. Disciplinary Policy (New) [ERA 1996 Section 3] Appendix B

Resolved: Approved Unanimously suitable for use as written with agreed amendments.

26.04.5.3. Grievance Policy (New) [ERA 1996 Section 3] Appendix C

Resolved: Approved Unanimously suitable for use as written with agreed amendments.

26.04.5.4. Training & Development Policy (New) [HSWA 1974 s2(2)(c)] & [LGA 1972 s112] Appendix D

Resolved: Approved Unanimously suitable for use as written with agreed amendments.

26.04.6. Noting the National Association of Local Councils (NALC) has issued a new Model Employment Contract, to review the model contract, consider modifying suitable for use by this Council, and make recommendation to the Council to approve and adopt the modified version and apply to the Clerk's employment. [ERA 1996, s1–7B] & [ERA 2025 s58] Appendix E

The committee agreed the exact wording of each of the variable clauses, the final version to be appended to these minutes.

Resolved: Approved Unanimously suitable for use as written and appended to the minutes.

26.04.7. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

Resolved: Approved Unanimously to exclude the public and press.

26.04.8. To note the outcome of the Clerk's annual appraisal, consider salary point and hours of the Clerk from 1st April 2026 and approve recommendation to the Council for salary and training.

Resolved: Approved Unanimously to propose to the Council to award the annual SCP increase to SCP 27, and increase hours by 2 – 4 hours if needed.

Cllr V Humphries
Chair of the Committee

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26.04.9. Subject to the new model contract being approved earlier in the meeting, to approve the variable clauses pertaining to the Clerk's employment.

The committee agreed the exact wording of each of the variable clauses.

The Clerk confirmed they were happy with the final contract without further consultation.

Resolved: Approved Unanimously the Clerk's Contract, to be signed and held on file.

26.04.10. Confirm the date and time of the next meeting – to meet as needed to meet the needs of the Committee.

Confirmed to call a meeting when required, rather than schedule one at this time.

26.04.11. To approve the minutes of this meeting. [LA 1972 Sch 12. Para 41(1)].

It was agreed the minutes were an accurate record of the meeting and they will be signed as soon as they have been printed.

There being no further business to be transacted the Chair closed the meeting **20:33.**

Cllr V Humphries
Chair of the Committee

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