

FENSTANTON PARISH COUNCIL

Meeting Minutes Staffing Committee

held at the Church Centre, Fenstanton

on Thursday 29th January 2026 at 18.30

Present: Cllr M Hewitt, Cllr A Mustill, Cllr M Tandy and Cllr T Yates
In attendance: Assistant Clerk Ali Watchman.

25/26-01 - **<u>To receive any apologies of absence and any declarations of interest.</u>**

Comments and observations from members of the public (NB: comments should be relevant to items on this agenda only).
Apologies- None.
Declarations- None.
To consider excluding the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted.
Cllr M Tandy Proposed the meeting is a closed meeting, Cllr M Hewitt 2nd. All in favour. RESOLVED meeting is a closed meeting.

25/26-02 - **<u>Discuss and agree the recommendation to full Council following the Clerk's review.</u>**

The Clerk's review was held on 26 January 2026, with Cllr Mustill and Cllr Tandy in attendance. The review was described as positive, productive and constructive, and the Clerk expressed her appreciation for the feedback and support received. Ahead of the review, feedback had been collated and summarised from the Chair of Fenstanton Parish Council, the Chair of Finance & Constitution and others. This feedback reflected strong support for the Clerk's work and contributions since joining the Parish Council.

Cllr M Tandy Proposed Sarah Barber (Clerk) had passed her probation and is to become a substantive member of staff. **Cllr A Mustill 2nd. All in favour. RESOLVED S.Barber is to become a substantive member of staff.**

25/26-03- **<u>Discuss and agree the Clerk's objectives for the forthcoming review period.</u>**

Objectives were discussed with the main focus on completing the CILCA qualification. The committee agreed this should be framed as an aim rather than a fixed objective. It was agreed that check-ins should take place approximately every three months. The Clerk requested regular study time, suggested as Friday afternoons, to support her CILCA progress, which the committee agreed to.

Cllr M Tandy Proposed the objectives as drafted with the aim for the Clerk to become CILCA accredited by August 2026 or as soon after as possible, with support if unachievable. **Cllr T Yates 2nd. All in favour. RESOLVED objectives agreed.**

25/26-04- **Discuss any staff health, safety and wellbeing issues raised and agree a necessary recommendation as appropriate.**

Concerns were raised around excessive emails and overextended to-do lists. It was agreed that a formal communication should be prepared and shared at the next Full Council meeting to clarify the respective roles of staff and Councillors and reinforce that instructions to staff must come from the Council which will include agreed standards for conduct and response times.

Meeting ended 18.58

Signed M Tandy (Chair) …….