



295/297 Kenilworth Road, Balsall Common CV7 7EL
Telephone: 01676 535679 (Answering Machine)
Email: clerk@balsallparishcouncil.gov.uk
Web: www.balsallparishcouncil.gov.uk

Public Notice of Meeting Summons to Staffing Committee Members

The meeting of the **Staffing Committee** will be held on **Monday 16th March 2026 at 13:00pm** at the **Westlake Room, Balsall Common Village Hall CV7 7FF**

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting

Chairman Cllr David Slatter
5th March 2026

AGENDA

- 1. In Attendance**
- 2. Apologies for absence:**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of 22nd December 2025
- 5. Proposal** for the Staffing Committee to approve the adoption of the draft Balsall Parish Council Staff Handbook and remove any policies it replaces. To inform the parish council of the change at the next full council meeting.
- 6. Proposal to exclude** the public and the press from the rest of the meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2), to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest
- 7. Proposal** to increase Clerk's salary for 2026/27 following performance review
- 8. Proposal** for the Staffing Committee to approve payment to the Clerk for 5 days (30 hours) of untaken 2025/26 holiday entitlement.
- 9. Proposal** to increase Deputy Clerk's Salary for 2026/27 following successful completion of probation period
- 10. Date of next meeting** - To be confirmed