

Wickwar Parish Council
Meeting of the Parish Council – Minutes

These minutes are draft until approved by a subsequent meeting of the staffing committee

A meeting of the above Council's Staffing Committee was held on Wednesday 1st July 2026 at Wickwar Town Hall, High Street, Wickwar, commencing at 8.30pm.

Attended:

Councillor S Isaac (Chairman)
Councillor A Carroll
Councillor A Parris

Apologies:

Councillor B Walter

Clerk:

Mrs S Quick

1.7.26 To RECEIVE apologies for absence.

Councillor Walter sent his apologies

2.7.26 To AGREE whether the minutes of the Staffing Committee meeting held on 5th March 2025 should be signed as an accurate record of the meeting (circulated)

The minutes were agreed as an accurate record and were duly signed by the Chairman

3.7.26 To determine which items, if any, of the agenda should be taken with the public excluded.

As no members of the public were in attendance, it was RESOLVED that the meeting did not need to go into private session.

4.7.26 To NOTE the reasons for an extended period between meetings of the staffing committee

Due to illness the Clerk had been absent for two one-week periods, pushing back the meeting due to needing to catch up from these at the busy end of financial year and audit period.

5.7.26 To RECEIVE and APPROVE the Clerk's appraisal dated 25th June 2026

The Clerk's completed appraisal form was circulated and noted. The Chairman thanked the Clerk for her hard work throughout the year, particularly following her illness.

The Clerk requested greater flexibility in her working arrangements and annual leave, including the option to take leave outside the school holidays. Councillors supported these requests, and the Clerk will continue to complete a timesheet recording hours worked and tasks completed.

There being no further business the meeting was closed at 8.45pm

Signed.....Chairman.....Date