

LANCING PARISH COUNCIL

Minutes of the HR Committee Meeting held at the Council Chamber on Wednesday 22nd April 2026

Councillors present: Ann Bridges, David Devoy, Vanessa Evans (Committee- Vice Chair)
(Committee- Vice Chair), Mike Mendoza also Carol Albury.

Ex-officio: None

Officers: Steven Trice (CEO and Clerk to the Council)

Members of the Public: None

The Chair welcomed all present and read the safety announcement.

H025. Apologies for Absence

Apologies were received from

H026. Declarations of interest

There were no declarations of interest on any of the agenda items for this meeting.

H027. Public forum and questions

None.

H028. Minutes of the HR Committee Meeting held on [19th November 2025](#)

The minutes of the meeting held on the 19th November 2025 were reviewed.

It was **RESOLVED** to approve the minutes of the HR committee meeting held on the 19th of November 2025 as a true and accurate record of the meeting.

H029. [Job Description and Personal Specification for New Part-Time Events Officer](#)

Members welcomed the Job Description and Personal Specification for the new part-time Events Officer and agreed that the post be advertised and recruited with immediate effect. The resolution was made subject to the following amendments to the documents presented:

1. The post be made permanent, rather than a six-month temporary contract as stated in the Job Description in error.
2. Under “Training and Qualifications”, bullet point two be amended to refer to “Events” rather than “Community Officer” as stated.

Subject to these minor amendments being made, Cllr Mendoza moved the adoption of the post, together with the Job Description and Personal Specification for the new part-time Events Officer, under the terms and conditions presented in the report. The motion was seconded by Cllr Bridges.

Members RESOLVED:

- i. To appoint a new part-time Events Officer for the Council.
- ii. To approve the Job Description and Personal Specification for the post as presented, subject to the amendments above.
- iii. To approve the terms and conditions of employment for the post as presented.

Signed:

Date:

H030. Confidential Session

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

H031. Staff Contracts of Employment

Members considered the National Association of Local Councils (December 2023) Model Contract of Employment and agreed that all staff should be reissued with such contracts of employment to ensure that all employees were on the same terms and conditions of employment, and that any gaps in existing contracts were rectified. With this, Cllr Whillier moved the recommendation, which was seconded by Cllr Mendoza.

Members **RESOLVED** that **the Council adopt the National Association of Local Councils (December 2023) Model Contract of Employment and offer it to all members of staff.**

There being no further business the meeting closed at 6.13pm.

Signed:

Date: