



Drighlington Parish Council

The Community Hub
1A, Moorside Approach
Drighlington BD11 1JF

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Dated: 25th September 2026

NOTICE OF A STAFFING COMMITTEE MEETING

To all members of the Staffing Committee

You are respectfully summoned to attend the Staffing Committee Meeting of Drighlington Parish Council to be held at the Community Hub, 1A Moorside Approach, Drighlington. BD11 1JF, on **the 30th of September 2026**, to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 25/09/2026

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session. A copy of the 'Management of Recordings' policy is available on the parish council website.

DRIGHLINGTON PARISH COUNCIL

Staffing Committee Meeting – Wednesday 30th September 2026 – 5.30pm

A G E N D A

1. **a) To elect a Staffing Chairperson for the 2026/2027 year:**
2. **b) Chairperson's Opening Remarks:**
Apologies for Absence:
 - a) To receive any apologies.
 - b) To approve reasons for absence given by Councillors.
3. **Declaration of Disclosable Pecuniary and Other Interests:**
4. **Dispensations for Disclosable Pecuniary Interests:**
5. **Terms of Reference:**
 - a) For the committee to note that the Parish Council [PC meeting 21/09/2026] increased the membership to six members adding Cllr S Edwards.
 - b) For the committee, per its Terms of Reference, to review the performance of the Payroll company and consider any actions.
 - c) For the committee to review its Terms of Reference and for the Parish Council to consider approving the review at a future PC meeting.
6. **Date of the Next Staffing Committee Meeting:** To be confirmed
7. **Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at Meetings Act 1960.** (The Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.) **VOTE REQUIRED:**
8. **Employment Matters:**
 - a) For the committee to consider the clerk's report in relation to an ongoing employment matter and, to determine if any further action is required
 - b) For the clerk to inform the committee of a separate employment matter and for the committee to consider any further actions.