

Upper Beeding Parish Council

Minutes of the Staffing Committee held at The Sports Hall, Upper Beeding on Tuesday 21st October 2025 at 7.00pm.

Present: Councillors: S. Birnstingl, J Cannon, R. Harber (Chairman), T Kardos, C Warren

Also present: Parish Clerk: Stephen Keogh

S: 1025: 01 Election of Chair

It was **RESOLVED** to re-elect Cllr R Harber as Chair for the Staffing Committee for the municipal year ending May 2026.

Proposed: Cllr S Birnstingl; Seconded: Cllr J Cannon.

S: 1025: 02 Apologies for absence

There were no Members absent.

S: 1025: 03 Declaration of Councillors personal or prejudicial interest

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

There were no additional Declarations of Interest.

S: 1025: 04 Minutes of the last meeting

The minutes of the meeting held on [11th March 2025](#) were approved as a true and accurate record. Proposed Cllr Cannon, seconded Cllr Harber and agreed.

S: 1025: 05 Public Adjournment

None present.

S: 1025: 06 Review of Policies:

[Whistleblowing Policy](#)

It was **AGREED** to recommend to **FULL COUNCIL** that the policy should be adopted.

As a new policy Members may review the policy on a more regular basis.

S: 1025: 07 [Staffing Matters](#)

The Clerks report, circulated with the agenda was **NOTED**.

i. Maintenance Vehicle Update

The Maintenance Manager is investigating options for the purchase of a maintenance vehicle for UBPC..

His initial concerns were that his own vehicle was going to need replacement, so he was keen to get a UBPC maintenance vehicle. However, now that the Maintenance Manager's own vehicle may be used for longer it is less of a priority.

The Clerk and the Maintenance Manager would be looking at vehicles in the New Year. Cllr Harber reminded the Clerk that Cllrs. Heaver and Deadman had experience in the motor industry and would be useful in choosing a vehicle.

S: 1025: 08 Confidential Session

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item S:1025:09 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

Proposed Cllr Birnstingl, seconded Cllr Cannon and agreed.

S: 1025: 09 [Staffing Matters](#)

i. Staff Salaries

The Clerks report, circulated with the agenda was **NOTED**.

The staff continue to have no issues with their roles at the current time and Members expressed their satisfaction with the work fulfilled by the staff.

The wage increases for all non-contract staff was discussed.

It was recognised that a proposed increase of £1.00 was above inflation, but this was a fair increase for these valued staff.

It was **AGREED** to **RECOMMEND** to **FULL COUNCIL** the Maintenance Manager and the Caretaker would be awarded a £1.00 increase in their hourly wage for 2024/25.

ii. Clerks [Appraisal](#)

The Appraisal report circulated at the meeting was **NOTED**.

It was **AGREED** to **RECOMMEND** to **FULL COUNCIL** that the Clerk would be awarded a pay increase to SCP 36 following the satisfactory appraisal in 2025 for the 2026/27 financial year.

S: 1025:10 Matters raised by Councillors

Cllr Warren

Now that the bridge has been replaced over the river, what action will be taken to ensure that it is kept clean and free from graffiti and left in a tidy state.

The Clerk was asked to add this subject to the facilities Agenda on 4th November.

There being no other business the meeting concluded at 7.28pm