



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ

Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk

www.standrews-pc.gov.uk

Parish Councillors are summoned to attend the meeting of St Andrews Parish Council Staffing Committee which will be held on Tuesday 22nd July 2025 at 2:00pm in Redhouse Community Centre, Frankel Avenue Swindon.

Miss Emma Sylvester
Parish Clerk 16th July 2025

Members of Public and Press are welcome. Please contact the Clerk if you wish to attend.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive apologies for absence.
- 2. DECLARATION OF INTERESTS**
- 3. MINUTES**
 - (i) Clerk to report
 - (ii) To approve the minutes of the last meeting held on 25th March 2025 (attached)
- 4. PUBLIC RECESS**
Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960
- 5. TERMS OF REFERENCE**
 - (i) Members to receive a copy of the Terms of Reference for this committee (to follow)
 - (ii) To consider if any changes are required and make recommendation to Full Council
- 6. APPRAISAL POLICY**
 - (i) Members to receive a copy of the Appraisal Policy (to follow). Clerk to report.
 - (ii) Members to agree changes to Appraisal Policy
- 7. In view of the confidential nature of the following items, a formal resolution will be considered to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meetings) Act, 1960**
- 8. STAFFING UPDATE**
Clerk to report

9. STAFF ISSUES

Clerk to update members on the following matters and members to agree next steps:

- (i) Staff Roles and Responsibilities
- (ii) Maternity Pay
- (iii) Pension Contributions
- (iv) Staff Salaries
- (v) Training
- (vi) Occupational Health
- (vii) HR Support