Minutes of the Staffing Committee held on **Thursday 25th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, H. Kisby and N. Quinsey (Chair) and A. Taylor.

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public present.

**Meeting Opened:** 7:25pm

1. **To receive apologies and consider acceptance for absence.**

   None.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 5th March 2026 for approval [Pg5-7].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.

4. **To receive any questions or comments from members of the public.**

   Cllr. Crotch noted his appreciation for the hard work undertaken by office staff to progress the KGV project. He raised whether the Council should consider the capacity of current staff to manage existing workloads, whilst maintaining progress on other projects, and emphasised the importance of ensuring that staff were adequately supported.
   Standing Orders suspended to enable open discussion: 7:27pm
   It was noted that the Events Group had also discussed expanding its current programme of activities and increasing community engagement; however, existing staff did not have the capacity to undertake additional work associated with these projects. It was suggested that an item be included on the agenda for the next meeting of the Staffing Committee to review office capacity.
   Standing Orders reinstated 7:30pm

5. **To receive Clerk's Report on Committee matters arising from previous meetings [Pg8-10].**

   The Committee received the report with no further questions or comments.

6. **To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q4 [Pg11-13].**

   The Committee received the report with no further questions or comments.

7. **To receive Staffing Committee agenda schedule for information [Pg14-15].**

   The Committee received the Agenda Schedule with no further questions or comments.

8. **To note update regarding HMRC Mileage rates [Pg16].**

   The Committee noted the updated with no further questions or comments.

9. **To note update from HR consultant Council HR and Governance Support following introductory meeting.**

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It was noted that an introductory meeting had taken place on 31st March 2026. Council HR and Governance Support (CHRGS) confirmed receipt and review of all employment contracts with no recommendations for amendment at this time. It was further noted that CHRGS would share updated policies and a Staff Handbook in due course for review and adoption by Council.

10. **To consider proposal for new projects for the following financial year [Pg17-19].**

    The Committee noted the outlined budget proposals and supported their inclusion in the forthcoming financial period.
    The Committee discussed staff resource allocation in relation to the delivery of community events and noted that the matter would be considered further by the Community Events Group at its meeting on 15th July 2026. The Committee also discussed the impact of the KGV project on staff capacity.
    The Committee **AGREED** that feedback should be sought from staff regarding workload, working hours, and capacity as part of the mid-year appraisal process for consideration as part of the office capacity agenda item at the next meeting.

11. **To note exchange of information.**

    None.

12. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 13 and 14.**

    The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 13 and 14.

13. **To receive update on staff leave of absence.**

    The Committee noted the update with no further questions or comments.

14. **To receive update on staff training.**

    The Committee noted the update with no further questions or comments.

15. **To note the date and time of the next meeting is scheduled to take place on Thursday 22nd October 2026 at 7pm at KGV.**

    Noted.

**Meeting closed:** 7:41pm

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**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

| | |
|---|---|
| **Paper** | **S2:** Declarations of Interest. |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**


Declarations of Interests

All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.

At the start of the meeting, Committee members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.

Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.

You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.

Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.

For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.


**Recommendation**

The Committee is asked to note the paper for information.

## Interests Flowchart

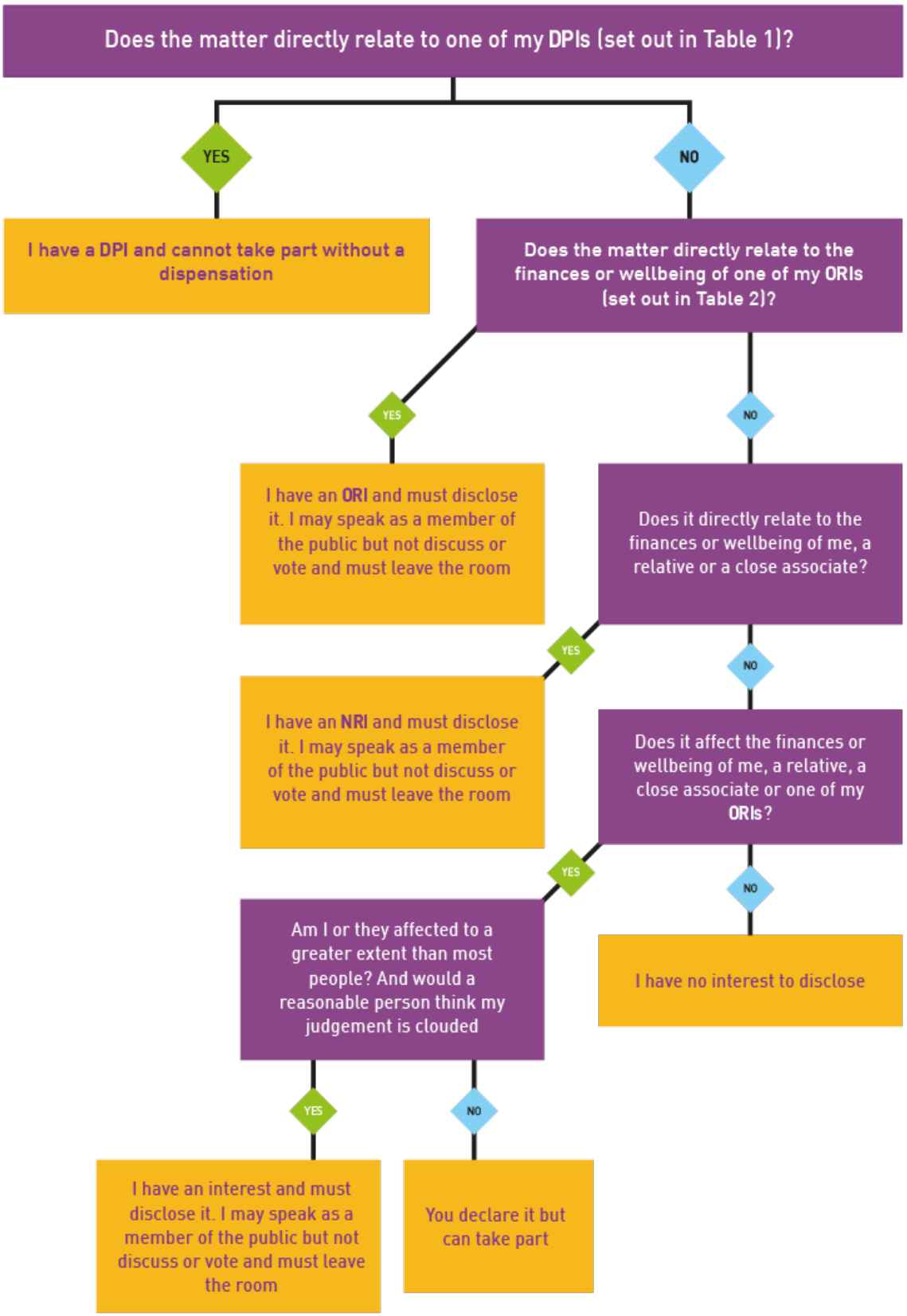

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

| Subject | Description |
|---|---|
| **Employment, office, trade, profession or vocation** | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| **Sponsorship** | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| **Contracts** | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council<br>—<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged |
| **Land and Property** | Any beneficial interest in land which is within the area of the council.<br>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income. |
| **Licenses** | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |

| | |
|---|---|
| **Corporate tenancies** | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| **Securities** | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

| | |
|---|---|
| **Paper** | **S3:** To receive minutes for approval. |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**

Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

**Recommendation**

The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.

Minutes of the Staffing Committee held on **Thursday 5th March 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, H. Kisby and N. Quinsey (Chair).

**In attendance:** Amy Pinkham; Parish Clerk & RFO, no members of the public present.

**Meeting Opened:** 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. A. Taylor.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].**

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 20th November 2025 for approval [Pg 5-7].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.

4. **To receive any questions or comments from members of the public.**

   None.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [Pg 8-10].**

   The Committee received the report with no further questions or comments.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg 11-13].**

   The Committee received the report with no further questions or comments.

7. **To note confirmation of Employer Pension Rates payable for three years beginning 1 April 2026 [Pg 14-17].**

   The Committee received the report with no further questions or comments.

8. **To note termination of contract with Personnel Advice & Solutions Ltd. and consider quotes for HR services [Pg 18-61].**

   The Committee **AGREED** to appoint contractor A on a 5-year term.

9. **To note exchange of information.**

   It was noted that on a recent occasion an employee had worked a 12-hour day. Committee members reiterated the importance of adherence to the requirements of the Working Time Regulations 1998, including ensuring appropriate rest breaks during the working day and a minimum rest period of 11 hours between the end of one working day and the commencement of the next.

10. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 11-13.**



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The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 11-13.

**11. To receive and agree outcomes from the Parish Ranger's annual appraisal [Pg 62-68].**

The Committee **AGREED** the outcomes as presented including an administrative amendment to the Job Description to more accurately reflect existing duties performed in relation to the management of the Parish Noticeboards.

**12. To receive update on staff leave of absence and agree cover arrangements [Pg 69-71].**

The Committee received the update and **AGREED** the cover arrangements as presented including delegating authority to the Parish Clerk to engage temporary cover for the period of absence in line with the Committees Terms of Reference.

**13. To receive update on staff Training.**

The Committee noted arrangements for staff training and professional development with details recorded under separate cover.

**14. To note the date and time of the next meeting is scheduled to take place on 25th June 2026 at 7pm at KGV.**

Noted.

**Meeting closed:** 7:37pm

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**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

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|---|---|
| **Paper** | **S5:** To receive the Clerks Report on Committee matters arising from previous meetings. |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

**Recommendation**

The Committee is asked to receive the report for information.

| Meeting Date | Minute Ref. | Agenda Item | Resolution | Status Update |
|---|---|---|---|---|
| 20/11/2025 | 7 | To receive draft budget for 2026-27 and consider recommendation for approval by Council | The Committee **AGREED** to recommend the draft budget as presented for approval by Council subject to inclusion of final Employer National Insurance rates and Pension Contributions.<br>In relation to the Lone Worker Device, it was noted that the Lone Worker Policy would be updated subject to budget approval by Council. | **Complete:** Budget presented and approved by Council at January 2026 meeting. Lone Worker Risk Assessment updated to reflect use of Lone Worker Device. Subscription in effect and device receievd. |
| 05/03/2026 | 3 | To receive minutes of the meeting of the Staffing Committee held on 20th November 2025 for approval | The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair. | **Complete:** minutes uploaded to Parish Council website. |
| 05/03/2026 | 8 | To note termination of contract with Personnel Advice & Solutions Ltd. and consider quotes for HR services | The Committee **AGREED** to appoint contractor A on a 5-year term. | **Complete:** Contract signed 11th March 2026, introductory meeting took place 3ast March 2026. Review of Employment contracts complete with no amendments required. Staff handbook and policies to be reviewed upon receipt. |
| 05/03/2026 | 10 | Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 11-13. | The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 11-13. | **Complete:** No further action required. |
| 05/03/2026 | 11 | To receive and agree outcomes from the Parish Ranger's annual appraisal | The Committee **AGREED** the outcomes as presented including an administrative amendment to the Job Description to more accurately reflect existing duties performed in relation to the management of the Parish Noticeboards. | **Complete:** Appraisal signed and filed for monitoring porogress towards objectives. Job Description updated as agreed by the Committee. |

| Meeting Date | Minute Ref. | Agenda Item | Resolution | Status Update |
|---|---|---|---|---|
| 05/03/2026 | 12 | To receive update on staff leave of absence and agree cover arrangements | The Committee received the update and **AGREED** the cover arrangements as presented including delegating authority to the Parish Clerk to engage temporary cover for the period of absence in line with the Committees Terms of Reference. | **Ongoing:** Parish Clerk to engage temporary cover as needed pending notification of absence. |

**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

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|---|---|
| **Paper** | **S6:** To receive quarterly budget report and explanation of variance. |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**


Background

Quarterly Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.

Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

In addition, per 1.8 of the Council's Internal Controls, the Finance & General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:

- Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

Any recommendations for corrective action are presented to Council for approval as necessary.

Recommendation

The budget report for Q4 was considered at the April 2026 meeting of the Finance & General Purposes Committee with no recommendations for action.


**Recommendation**

The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.

| **Explanation of Material Variances:** Accumulative to end of Q4 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref.** | **Cost Centre** | **Quarter** | **Budgeted** | **Actual** | **Variance** | **Explanation Required** | **Comment** |
| 6 | Staffing | Q2 | £58,728.36 | £56,571.86 | 3% | N | |
| | | Q3 | £87,867.54 | £84,844.79 | 3% | N | |
| | | Q4 | £117,006.69 | £113,651.02 | 2% | N | |

*This report does not include year-end adjustments

# Drayton Parish Council - Quarter 4
## (01/01/2026 to 31/03/2026 - Cost Centre 30)



| | 4th Quarter | | | | | | Accumulative to end of 4th quarter | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Budgeted receipts | Actual receipts | Receipts Variance | Budgeted payments | Actual payments | Payments Variance | Budgeted receipts | Actual receipts | Receipts Variance | Budgeted payments | Actual payments | Payments Variance |
| **6. Staffing** | | | | | | | | | | | | |
| 61 Salaries | | | (N/A) | 20,765.16 | 20,241.78 | 523.38(2%) | | | (N/A) | 83,060.67 | 80,967.12 | 2,093.55(2%) |
| 65 Employer Pension Contributions | | | (N/A) | 4,672.17 | 4,554.42 | 117.75(2%) | | | (N/A) | 18,688.65 | 18,217.71 | 470.94(2%) |
| 68 Staff Training & Development | | | (N/A) | 112.50 | 540.00 | -427.50(-380%) | | | (N/A) | 900.00 | 575.00 | 325.00(36%) |
| 69 Recruitment | | | (N/A) | | | (N/A) | | | (N/A) | | | (N/A) |
| 601 Expenses/Mileage | | | (N/A) | 722.06 | 696.74 | 25.32(3%) | | | (N/A) | 2,888.27 | 2,797.99 | 90.28(3%) |
| 602 Consultancy Services | | | (N/A) | 315.00 | 300.00 | 15.00(4%) | | | (N/A) | 1,260.00 | 1,200.00 | 60.00(4%) |
| 8529 Locum Clerk Services | | | (N/A) | | | (N/A) | | | (N/A) | | | (N/A) |
| 8531 Employer NI Contributions | | | (N/A) | 2,552.26 | 2,473.29 | 78.97(3%) | | | (N/A) | 10,209.10 | 9,893.20 | 315.90(3%) |
| **Sub Total for 6. Staffing** | | | **(N/A)** | **29,139.15** | **28,806.23** | **332.92(1%)** | | | **(N/A)** | **117,006.69** | **113,651.02** | **3,355.67(2%)** |
| **TOTALS.....** | | | **(N/A)** | **29,139.15** | **28,806.23** | **332.92(1%)** | | | **(N/A)** | **117,006.69** | **113,651.02** | **3,355.67(-290%)** |

**NET Variance Quarter 4 .....** **332.92**

**NET accumulative variance to END of Quarter 4.....** **3,355.67**

**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

| | |
|---|---|
| **Paper** | **S7:** Annual Agenda Schedule |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**


Background

As part of the annual appraisal process, it was agreed to develop an Annual Agenda Schedule to support officers in planning and prioritising key projects across the year for each Committee.

This approach aims to provide a structured and transparent framework for managing the Committee's workload, improve forward planning and align officer capacity with agreed priorities.

Overview of the Agenda Schedule

The Annual Agenda Schedule is shared with the Committee for information and intended to enhance transparency in how officer resources are prioritised throughout the year.

The schedule sets out:

- **Meeting Dates:** The scheduled dates of Committee meetings.
- **Standing Items:** Items that are presented at every meeting as a matter of routine.
- **Periodic Items:** Cyclcial items that are presented at fixed points during the year.
- **In-Year Items:** Items prioritised to support delivery of outstanding Committee actions and planned projects aligned with the agreed budget.

For Information

New projects and/or actions may be identified throughout the year. These will be captured through matters arising at Committee meetings and progressed as officer capacity allows. As such, these items are not included within the Annual Agenda Schedule from the outset.


**Recommendation**

The Committee is asked to receive the Annual Agenda Schedule for information.

| STAFFING COMMITTEE AGENDA SCHEDULE | | JUN | OCT | FEB |
|---|---|---|---|---|
| | | 25/06/2026 | 22/10/2026 | 25/02/2027 |
| STANDING ITEMS | To receive apologies and consider acceptance for absence. | ✓ | ✓ | ✓ |
| | To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation. | ✓ | ✓ | ✓ |
| | To receive minutes of meeting of the Staffing Committee held on [DATE] for approval. | ✓ | ✓ | ✓ |
| | To receive any questions or ocmments from members of the public. | ✓ | ✓ | ✓ |
| | To receive Clerk's Report on Committee matters arising from previous meetings of the Committee. | ✓ | ✓ | ✓ |
| | To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for [Q1/Q2/Q3/Q4]. | ✓ | ✓ | ✓ |
| | To note exchange of information. | ✓ | ✓ | ✓ |
| | To note the date and time of the next meeting is scheduled to take place on [DATE] at [TIME] at [VENUE]. | ✓ | ✓ | ✓ |
| PERIODIC ITEMS | To consider proposal for new projects for the following financial year. | ✓ | | |
| | To consider amendments to allocated policies scheduled for review for recommendation for approval by Council. | ✓ | | |
| | To consider draft Staffing budget for [YEAR-YEAR] for recommendation for approval by Council. | | ✓ | |
| | To note outcome of Local Government Services Pay Agreement for [YEAR]. | | ✓ | |
| | To conduct annual review of employment arrangements for all staff. | | ✓ | |
| | To note re-enrolment duties and confirm deadline for re-declaration of compliance. | | ✓ | |
| | To note office closure dates for [YEAR-YEAR] Christmas Period. | | ✓ | |
| | To note annual review of Risk Assesments | | ✓ | |
| | To conduct annual review of Committee Terms of Reference and make recommendations for amendment for approval by Council. | | | ✓ |
| | To conduct annual review of Working Groups of the Committee. | | | ✓ |
| | To receive and agree outcomes from the Parish Clerk's annual appraisal. | | | ✓ |
| | To receive and agree outcomes from the Deputy Clerk & Facilities Manager's annual appraisal. | | | ✓ |
| | To receive and agree outcomes from the Parish Ranger's annual appraisal. | | | ✓ |
| | To receive Annual Appraisal Report and consider recommendation for presentation to Council. | | | ✓ |
| | To receive Staffing Agenda Schedule for [YEAR-YEAR] for information. | | | ✓ |
| IN-YEAR ITEMS | To consider draft Staffing Action Plan. | | | ✓ |
| | | | | |
| | | | | |
| | | | | |

**Standing Items:** Items presented at every meeting.

**Periodic Items:** Items scheduled at fixed times every year.

**In-Year Items:** Items planned for the year ahead*.

*In line with the approach set out in the Annual Appraisal Report, Officers will prioritise outstanding items from the previous year and those items arising from the agreed budget for the year ahead. New projects and/or actions identified throughout the year will be recorded through matters arising.

**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

| | |
|---|---|
| **Paper** | **S8:** Mileage Rates Update |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**

Background

It was announced on 21st May 2026 that the HMRC Approved Mileage Allowance Payment rate had increased by 10 pence per mile, bringing the new rate to 55p per mile. This change is backdated to 1st April 2026.

The updated rate automatically applies inline with employment contracts where mileage is reimbursed at the prevailing HMRC rate.

The rate will be applied from June payroll onwards including back dated payments from 1st April 2026.

For Information

Confirmation of the change can be seen using the link below.

https://www.slcc.co.uk/hmrc-mileage-rates/

**Recommendation**

The Committee is asked to note the increased rate for information.

**DRAYTON PARISH COUNCIL**
**STAFFING COMMITTEE**

| | |
|---|---|
| **Paper** | **S10:** To consider budget proposals for 2027-28 financial year |
| **Meeting** | Staffing Committee |
| **Date** | 25th June 2026 |
| **Author** | Parish Clerk & RFO |

**Summary**


Background

In line with section 4 of the Council's Financial Regulations, the Committee has the opportunity to consider potential initiatives, priorities and areas of investment that may require financial provision in the next financial year.

To support the annual budget-setting process, members are invited to put forward proposals for inclusion in the draft budget.

This process allows members to identify priorities early in the budget exercise and ensures that proposals can be properly assessed before the draft budget is prepared.

Where possible, proposals should include a brief description of the proposed initiative or funding request and an estimated cost.

Next Steps

Proposals will be compiled and included in the draft budget for consideration at the next meeting of the Staffing Committee.

Officers will work with members to clarify proposals where necessary and gather information as needed.

The Committee will then be asked to review the draft budget for recommendation for approval by Council.

Considerations

In addition to any proposals put forward by members at the meeting, Officers have submitted the following budget proposals for the forthcoming financial period. These proposals aim to support the Staffing Committees objectives and members are asked to determine which, if any, should be progressed for inclusion within the draft budget.

**Staffing Budget**

- Salaries to include 2026-27 annual pay award and anticipated pay award for 2027-28.
- Parish Clerk & RFO salary to include increment for anticipated completion of CiLCA.
- CiLCA qualification registration fee for Deputy Clerk & Facilities Manager.
- Mileage to reflect increased rate at 55p per mile.

**Earmarked Reserves**

- The Committee has no earmarked reserves.

For information

A copy of the Committees 2026-27 budget is attached for reference purposes.


**Recommendation**

The Committee is asked to consider budget proposals for inclusion in the draft 2027-28 Budget for Staffing.

| 61 | Salaries | Budget | Budget Notes |
|---|---|---|---|
| | Salaries for all staff | £85,569.80 | Gross salary including net pay, employee tax, NI & pension. |
| | **Sub Total** | **£85,569.80** | |

| 63 | Employer NI Contributions | Budget | Budget Notes |
|---|---|---|---|
| | ER for all staff | £12,835.47 | Employer NI Contribution rate caluclated at 15% |
| | **Sub Total** | **£12,835.47** | |

| 65 | Employer Pension Contributions | Budget | Budget Notes |
|---|---|---|---|
| | ER for all staff | £16,686.11 | 3-year employer pension contribution rate for 26-29 confirmed at 19.5% by the Norfolk Pension Fund. |
| | **Sub Total** | **£16,686.11** | |

| 68 | Staff Training & Development | Budget | Budget Notes |
|---|---|---|---|
| | CILCA | £797.00 | Qualification registration fee and training for Staff. |
| | Training Courses/Conferences | £300.00 | Allocated approximately 6 sessions for the year. |
| | **Sub Total** | **£1,097.00** | |

| 69 | Recruitment | Budget | Budget Notes |
|---|---|---|---|
| | Recruitment | £0.00 | No planned recrutiment foreseen for 2026-27. |
| | **Sub Total** | **£0.00** | |

| 601 | Expenses/Mileage | Budget | Budget Notes |
|---|---|---|---|
| | Staff Mileage | £1,080.00 | Budget based on previous claims @ HMRC mileage rate of 0.45p per mile |

| | | |
|---|---|---|
| Essential Car Allowance | £1,808.27 | Budget based on Green Book Terms, pro-rata. |
| Personal Protective Equipment | £100.00 | |
| Lone Worker Device | £295.00 | Annual subscription fee. |
| **Sub Total** | **£3,283.27** | |

| **602** | **Consultancy Services** | **Budget** | **Budget Notes** |
|---|---|---|---|
| | HR Consultancy | £1,200.00 | Personnel Advice & Solutions retainer. |
| | **Sub Total** | **£1,200.00** | |

| **8529** | **Locum Clerk Services** | **Budget** | **Budget Notes** |
|---|---|---|---|
| | Locum Clerk Services | £0.00 | To be paid by General Fund as and when required. |
| | **Sub Total** | **£0.00** | |