

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN  
COUNCIL MEETING OF 6<sup>TH</sup> OCTOBER 2026**

**FELPHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL  
ON TUESDAY 8<sup>TH</sup> SEPTEMBER 2026 AT 5 PM.**

**PRESENT:**

**Councillors: Glen Hewlett, Gloria Moss, Russ Parkinson, Dave Smart**

**SC 1. ELECTION OF CHAIRMAN**

**Councillor Glen Hewlett was elected as Chairman of the Staffing Committee.**

Councillor Glen Hewlett advised that the Committee would report to the Finance & Administration Committee.

Councillor Glen Hewlett advised that the individual objectives and the outcome of any performance review of the Clerk and the RFO would remain confidential between this committee and the individual.

**SC 2. APOLOGIES FOR ABSENCE**

None

**SC 3. DECLARATIONS OF INTEREST**

None

**SC 4. QUESTIONS FROM MEMBERS OF THE PUBLIC (FOR UP TO 15 MINUTES)**

There were no members of public present at the meeting.

**SC 5. ELECTION OF VICE CHAIRMAN**

**Councillor Dave Smart elected as Vice Chairman of the Staffing Committee.**

**SC 6. PERFORMANCE REVIEW AND OBJECTIVES SETTING FOR THE FELPHAM  
PARISH COUNCIL CLERK**

The Objectives for the Clerk were discussed. These had been created between the Clerk and the Chair of this committee. The Committee agreed that the objectives were suitable and appropriate. The Committee also agreed that they met the best practice guidance of SMART:

S – specific  
M – measurable  
A – achievable  
R – relevant  
T – timely

These objectives should be recorded in the postholders personnel file. The Committee also recognised the skills, commitment and hard work that the individual has always carried out. It was felt that formal objective setting would assist the Clerk going forward.

The Committee agreed that the progress on the objectives would be reviewed in March 2027. To facilitate this the Chair would meet with the Clerk and the RFO in February 2027. At the same meetings the objectives for 2027 would be discussed and agreed with the individuals at that time ready to go to the Staffing Committee in March 2027.

#### **SC 7. PERFORMANCE REVIEW AND OBJECTIVES SETTING FOR THE FELPHAM PARISH COUNCIL RFO**

The Objectives for the Deputy Clerk and RFO were discussed. These had been created between the Deputy Clerk and RFO and the Chair of this committee. The Committee agreed that the objectives were suitable and appropriate. The Committee also agreed that they met the best practice guidance of SMART:

S – specific  
M – measurable  
A – achievable  
R – relevant  
T – timely

These objectives should be recorded in the postholders personnel file. The Committee also recognised the skills, commitment and hard work that the individual has always carried out. It was felt that formal objective setting would assist the Deputy Clerk and RFO going forward.

The Committee agreed that the progress on the objectives would be reviewed in March 2027. To facilitate this the Chair would meet with the Clerk and the RFO in February 2027. At the same meetings the objectives for 2027 would be discussed and agreed with the individuals at that time ready to go to the Staffing Committee in March 2027.

#### **SC 8. PROGRESS REPORT FOLLOWING CLERK & RFO HOURS REVIEW IN APRIL 2026**

Full Council approved the hours review in April 2026 for the Clerk and the RFO in April 2026. Glen Hewlett advised the agreed actions were taken forward and are operational. The extra hours approved are fully utilised to meet the tasks that the review agreed. In line with flexible working some hours are worked off site. However, the cover at the Community Hall Monday to Friday is maintained.

**SC 9. ANY OTHER BUSINESS (WITH THE PRIOR CONSENT OF THE CHAIRMAN)**

None

**DATE OF NEXT MEETING: Tuesday 2<sup>nd</sup> March 2027 5pm (TBC)**

Approved.....

Date.....