Councillors Present: Councillors K Critchley (Chair), I Davey (Deputy Chair), D Budd, Z Gover, and L Kirk.

Officer Present: N Gray, Town Clerk and RFO

P 022/25-26 **Apologies for absence**

Apologies were received and accepted from Cllr V Green.

P 023/25-26 **Declarations of Interest**

There were no declarations of interest.

P 024/25-26 **Public participation time**

There were no members of the public present.

P 025/25-26 **Confirmation of the minutes of the meeting held on 14 October 2025**

The Minutes of the meeting held on 12 August 2025 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 026/25-26 **Matters arising from the minutes of the previous meeting**

There were no matters arising.

P 027/25-26 **Any other items the Chairman deems Urgent**

There were no items deemed urgent.

P 028/25-26 **Date of the next meeting**

The next meeting would be held on 14 April 2026 at 2.30pm.

P029/25-26 **Confidential session**

Resolved: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted

P 030/25-26 **Staff Update**

Members considered the offer from the Admin Officer to increase her hours by 4.75 hours per week to become full-time. The Clerk noted that given the workload for herself and the Deputy Clerk heading into some major projects and bid funding, she would prefer to take up the offer from an exiting member of staff rather than recruit another part-time person.

It was **RESOLVED** to agree the increase of hours for the Admin Officer from 32.25 hours to 37 hours per week and for this to commence as soon as possible but when it was considered best for the postholder.

Chairman …………………………………….. Date …………………………………..

Shared/Personnel/Minutes/2026