



HORNDDEAN PARISH COUNCIL

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON 19 JANUARY 2026 AT 6.00 P.M.

PRESENT: Councillors D Prosser (Chairman), J Lay, N Smith, R Smith.
IN ATTENDANCE: Becky White, Clerk to the Council (Minute Taker).
PUBLIC ATTENDANCE: There were no members of the public present.

SC 001/25/26 TO RECEIVE APOLOGIES FOR ABSENCE

All Committee members were present.

SC 002/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST

None declared.

SC 003/25/26 TO ELECT A VICE CHAIR TO THE STAFF COMMITTEE

Following discussion, Cllr R Smith accepted a nomination as Vice Chair.

*It was **RESOLVED** to duly elect Cllr R Smith as Vice Chair.*

SC 004/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 17 MARCH 2025

*It was **RESOLVED** that the minutes of the Staff Committee meeting held on the 17March 2025 be signed as a true record of the meeting.*

SC 005/25/26 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

*It was **RESOLVED** to exclude the public and press. [Public meeting closed at 6.10pm](#)*

SC 006/25/26 TO RECEIVE A REPORT IN RESPECT OF INTERNAL STAFFING MATTERS

A report had been prepared and circulated by the Clerk prior to the meeting. A number of issues were discussed and the Committee agreed various recommendations to be made to the Council meeting of 9th February 2026. The resolutions made by Council would be minuted as part of that meeting.

SC 07/25/26 TO NOTE THE RESIGNATION OF THE RESPONSIBLE FINANCE OFFICER.

The current RFO had tendered their resignation, with their final working day being Thursday 5th February 2026. This was noted.

SC 08/25/26 TO DETERMINE THE RECRUITMENT PROCESS FOR THE RESPONSIBLE FINANCE OFFICER

The process and potential timescale for the recruitment of a new RFO was discussed and the Committee agreed various recommendations to be made to the Council meeting of 9th February 2026. The resolutions made by Council would be minuted as part of that meeting.

[Confidential meeting closed at 6:40PM](#)

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Signed - The Chairman
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Date