



Stainland District Parish Council 31st Staffing Committee Minutes – DRAFT

27th November 2025

In attendance

Lisa Fieldhouse, Chair, Cllr Mullany, Cllr Bottomley, Alex Lyness Brown

Minutes taken by L Fieldhouse

	Item
25.S31.1	Apologies and Reasons for Absence and Lateness All committee members were in attendance
25.S31.2	To receive Parish Councillors' declarations of interest. No declarations were made
25.S31.3	Public Participation Session. An opportunity for members of the public to address the meeting No members of the public were in attendance
25.S31.4	To accept the minutes of the 30 th Staffing Committee meeting of Stainland and District Parish Council held on 16.5.25 for the Chair to sign & date the previous minutes. The minutes were accepted as a true record of the meeting NB No meeting of the Staffing committee took place on 29 th May as stated on the minutes. The matter of recruiting a replacement Clerk was dealt with at full council on 26 th June 2025 (2526.59FC)
25.S31.5	Matters for Discussion by the staffing committee members only. CiLCA Course for Clerk – Course requirements, It was noted that the clerk had successfully completed the ILCA online training and was about to complete the YLCA Induction for New Clerks. The CiLCA course requires 200 hours of study time and course completion in 8-12 months and a high level of commitment to achieve the qualification. The committee felt that the Clerk had demonstrated commitment and willingness to further increase knowledge and understanding of the Clerks administrative role and responsibilities with taking these qualifications. It was also noted that the Clerk was willing to undertake study in personal time. Information and from CILCA recommends that Councils should consider how to support staff with training and that any financial support is at the discretion of the council.



	<p>Study time within role and Course Cost</p> <p>Consideration was given to the benefits a CILCA qualification would bring to the council as outlined by the proposal put forward by the Clerk.</p> <p>These included, preventing errors and legal risks, keeping the council up to date with legislation and governance changes, building confidence and efficiency in council operations, strengthening strategic decision-making, enhancing reputation and credibility/quality, creating networking opportunities with other councils and professionals.</p> <p>It was agreed that CiLCA qualification costs for tuition and registration of approx. £1,000 would be met by the council and that a training agreement is effective to repay the funds if the Clerk should leave within a period of the course. The committee had also agreed to adopt the two model policies and statement of intents and contribute 2 hours a week towards study.</p> <p>NALC Training and Development Policy Agreed to recommend to full council for adoption. YLCA Training Statement of Intent Agreed to recommend to full council for adoption.</p>
25.S31.6	To agree agenda items for the next meeting
25.S31.7	To agree date of Next Meeting As necessary