



**Minutes of the Meeting of the Working Practices Committee
Wednesday 10 September 2025
7.04pm**

Present: Cllrs Steve Thomas (Chairman), Craig Jones, James Marchant (until Min 31/25) and Anna Rhodes.

In attendance:

G Burt, Clerk to the Council
Cllr Paul Berry (until Min 31/25)

24/25 Chairman's announcements

1. That the meeting was not being streamed to the internet, due to technical problems.
2. Cllrs wishing to speak should raise their hand and speak loudly and clearly.
3. Mobile 'phones should either be switched off or silenced.

25/25 Apologies

Apologies for absence were received from Cllrs Sandy Duck, Craig Gale and Doug Waller for approved reasons. On the proposal of Cllr Steve Thomas, seconded by Cllr James Marchant **RESOLVED** to accept the apologies and reasons given.

No apology given: Cllr Kate Rowbottom

26/25 To receive Declarations of Interest and Notification of Changes to Members' Interests

None

27/25 Public Session

Cllr Paul Berry spoke in support of the proposals on the agenda ref. committee membership and training.

28/25 Approval of the minutes of the Working Practices Committee meeting held on 1 May 2025, previously circulated.

On the proposal of Cllr Steve Thomas, seconded by Cllr Craig Jones, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

29/25 Clerk's Report

None

30/25 To consider the following additions to the Council's Standing Orders (proposed by Cllr Steve Thomas):

1. Every councillor to be on a minimum of 2 committees (mandatory)

2. Mandatory training courses for:
 - a) Meeting chairs and vice chairs (optional to all other members)
 - b) All members on Code of Conduct
 - c) All P&E members on planning (optional to all members).

Refresher courses to be undertaken every two years.

[Co-option application form to be amended accordingly.]

Cllr Steve Thomas explained that this proposal emanated from situations in the last few years where some Cttees were very short of members, occasionally inquorate and some Cllrs were not on any Cttees. Members were supportive in principle, but Cllr James Marchant cautioned against deterring potential Cllrs who might have good reasons not to be able to make such a commitment. On the proposal of Cllr Steve Thomas seconded by Cllr Anna Rhodes, **RECOMMEND to Council** (Only Council can vary Standing Orders) that

1. Every councillor to be on a minimum of 2 committees (mandatory, subject to any dispensation agreed with the Council Chairman.)
2. Mandatory training courses for:
 - a) Meeting chairs and vice chairs on chairmanship (optional to all other members)
 - b) All members on Code of Conduct
 - c) All P&E members on planning (optional to all members).

Refresher courses to be undertaken every two years.

[Co-option application form to be amended accordingly.]

31/25 Exclusion of Press & Public

On the proposal of Cllr Craig Jones seconded by Cllr Anna Rhodes, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded, and they are instructed to withdraw.

32/25 Staff Changes

The Committee **NOTED** various staff departures and appointments since the last meeting.

33/25 2025-26 Pay Award.

Following on from the nationally agreed pay award for 2025-26, on the proposal of Cllr Steve Thomas, seconded by Cllr Craig Jones, **RESOLVED** that the new salaries of affected staff be confirmed as set out in the tables accordingly.

34/25 Date of Next Meeting: Wednesday 12 November 2025

Meeting closed at 7.46pm.

Chairman

Date