



**WEST WITTERING PARISH COUNCIL STAFFING COMMITTEE
NOTICE OF MEETING AND AGENDA**

Dear Councillors,

You are hereby summoned to attend the Meeting of the West Wittering Parish Council Staffing Committee at 5.00pm on Wednesday 29th April 2026, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.

A G E N D A

1. Apologies for absence and declarations of interest under the Code of Conduct.
2. To consider the ongoing staffing arrangements for the future by examining:-
 - Current workload of the Clerk and Deputy and hours currently worked
 - Typical timetable of tasks and their prioritisation
 - Priorities for the next month to include:- continuation of year end preparation including internal and external audits, Scribe mobilisation, annual CIL report to CDC. ***
3. To consider, for adoption at the annual meeting in May, the appropriate policies associated with staffing matters. ***
4. To consider options for a change in staffing structure in order to meet the work requirements agreed above. ***
5. To consider any budget implications of the above discussion.

*** The Council may make a resolution to exclude the Public and the Press in order to consider legal advice or confidential personnel matters.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND BUT MAY NOT SPEAK AT THE MEETING UNLESS INVITED TO DO SO BY THE CHAIRMAN. THANK YOU.

Mrs S Hawker, Clerk, April 24th 2026