



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Staffing Committee meeting held on 3rd July 2025, in the Parish Council Office, Larkhall Lane at 7.00pm.

Present – Cllrs F Smethers (chair), N Bess, J Gibbins, B Hancy

Also present – Clerk

Meeting Start: 7pm

77/25 TO ELECT CHAIRMAN FOR 2025/26

It was agreed that Cllr Smethers be the chairman of the committee

78/25 APOLOGIES FOR ABSENCE

Apologies received and approved for Cllr Roberts

79/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare

80/25 PUBLIC PARTICIPATION

No members of the public present

81/25 STAFFING NEEDS

Councillors and clerk discussed potential need for more staffing at the council. Budget has been put in place for this year to allow recruitment.

It was agreed that there would need to be an advisor / short term contract role to monitor the build of the new pavilion and to ensure that the building is fit for purpose when handed over. This could be someone from the village with the relevant expertise on an as needed basis during the project.

There was a discussion regarding office administration help with the clerk advising of regular tasks that could be passed to someone such as finance, allotments, chasing of suppliers and communications. This would free up time for projects. It was proposed that this could potentially be covered by an apprenticeship position. Cllr Smethers agreed to follow up with NCALC for any advice on the subject.

These 2 items to be recommended to Full Council.

It was also noted that the Parish Maintenance role should be reviewed to ensure that hours are appropriate and to see if there are other items that could be included in the specification. Clerk to meet with the contractor.

Meeting closed 8.10pm

DATE OF NEXT MEETING.

It was agreed the committee should meet quarterly, next date to be confirmed.

Signed