



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Staffing Committee meeting held on 20th October 2025, in the Parish Council Office, Larkhall Lane at 7.00pm.

Present – Cllrs F Smethers (chair), N Bess, B Hancy, S Roberts

Also present – Clerk

Meeting Start: 7pm

168/25 APOLOGIES FOR ABSENCE

Cllr Gibbins was absent

169/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare

170/25 PUBLIC PARTICIPATION

No members of the public present

171/25 STAFFING NEEDS

It was thought that a person is needed that can take on a lot of the business as usual items to allow the clerk to concentrate on more strategic direction of the council. Someone to manage allotments, newsletters, website, general administration etc. It was thought that someone with some experience would be preferred. This would be a full time position or could be offered as 2 part time positions on a job share.

Clerk to use clerks job description and person specification as a basis as many of the qualities would be the same. This proposal be put to full council in November with an aim for interviews in January.

Clerk to discuss with Maintenance contractor if hours need adjusting.

Meeting closed 7.55pm

DATE OF NEXT MEETING.

Next meeting to be held once applications have been received to short list for interview.

Signed