



ALDWICK PARISH COUNCIL

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Chairman: Cllr Mr Guy Purser Clerk: Heather Knight

Minutes of the **STAFFING COMMITTEE MEETING** of Aldwick Parish Council
Held on **Tuesday 3rd September 2024** in the Aldwick Parish Council Chamber

Those Present: Cllr R Gotheridge (Chair), Cllr J Rufey and Cllr K Shepherd

In attendance: Mrs H Knight (Clerk)

The meeting opened at 7.37pm.

21. Apologies for Absence.

Apologies were received and reason approved from Cllr Purser (personal commitment).

22. Declarations of Interest and any Changes to Register of Interests.

There were no Declarations of Interest made. There were no changes to Register of Interests.

23. Minutes of the Staffing Committee meeting held on 6th August 2024.

It was **RESOLVED** to approve that the Minutes of the meeting held on 6th August 2024 were a correct record and that the Committee Chair sign them.

24. To resolve to move to confidential business, requiring the exclusion of public and press

Owing to the confidential nature of the following agenda items (staffing/contractual) it was **RESOLVED** to exclude members of the public and press.

25. Amended details for employee pension contribution

The Clerk reported to members as a courtesy an amendment to her employee pension contribution, which had no impact on the employer cost.

26. Arrangements for recruitment of additional member of staff

Members had previously agreed wording for the advertisement and job description and the Clerk reported these had gone live with WSALC and indeed this week. Following some discussion, members decided to amend the advert to accept application by CV with cover letter rather than by application form. The Clerk would update existing adverts. Members approved the circulated person specification.

The selection process was agreed: Interviewing would be planned to take place during week commencing 7th October, possibly during late afternoon/early evening; Candidate details would be circulated following the deadline, for initial review; The Chair of Council would be asked for availability to sit on the interview panel, other members to be decided by email arrangement.

27. To consider any further information on contracted premises cleaning

No further information was available. Following the Clerk's suggestion, it was **RESOLVED** that as a contracted service this did not need to remain a Staffing Committee matter and was therefore referred to full Council.

28. Date and time of next Staffing Committee Meeting

To be decided.

The meeting closed at 8.04pm.

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CHAIR

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DATE