



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 6th August 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.

14. Apologies for Absence.

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

15. 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.

16. Minutes of the Staffing Committee meeting held on 9th July 2024.

It was **RESOLVED** to approve that the Minutes of the meeting held on 9th July 2024 were a correct record and that the Committee Chairman sign them.

17. 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.

18. Details and arrangements for recruitment of additional member of staff

Following approval to proceed by full Council, the Committee discussed arrangements to recruit a part time additional member of administrative staff. It was **RESOLVED** that an Assistant Clerk would be sought for 12 hours per week, with potential to increase hours in future, on SCP 16. The model contract /benefits would be used. A draft advert and job description was discussed and the Clerk would circulate by email updated versions and a person specification for review as per discussion, with a view to advertising towards end of August/early September and application deadline end of September. Free advertising would be used, on the Council's website, newsletter, WSALC and online recruitment platforms and potentially principal authority advertising. It was **AGREED** that the Staffing Committee would meet on Tuesday 3rd September following the Planning Committee meeting, to decide arrangements for assessing applications.

19. To consider arrangements for appointment of contracted premises cleaner.

The Clerk had an informal talk with a local organisation about potential joint liaison to source a cleaner for both premises and intended approaching others similarly but had not had an opportunity to research in more detail. It was **RESOLVED** to defer the item to a future meeting.

20. Date and time of next Staffing Committee Meeting

Tuesday 3rd September at approximately 7.15pm (to follow Planning Committee meeting).

The meeting closed at 8.45pm.

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CHAIR

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DATE