

MINUTES of the STAFFING COMMITTEE held on 21st October 2024 at 11am

Attendees: Cllrs Marsh (Chairman), B Forbes, J Forbes and Gibson
L Bannister (Clerk)

10 Apologies

None

11 To agree the Minutes of the meeting held on 3rd October 2024

These were agreed and duly signed by the Chairman

12 Declarations of interests in any agenda item listed

None

13 Exclusions of the public

It was RESOLVED to temporarily exclude members of the public and press due to the confidential nature of the business to be discussed.

14 Appointment of the Clerk/RFO

It was agreed to recommend to Council that Charlotte Jim is appointed as Clerk and RFO from 1st January 2024. The contract terms, job description and salary scale were agreed.

15 Appointment of an Assistant/Deputy Clerk

It was RESOLVED to recruit an Assistant or Deputy Clerk for 20 hours per week, between salary points 22 and 25 (depending on experience). The contract terms and job description were approved.

16 Staffing Interview Panel

It was RESOLVED to appoint Cllr J Forbes, Cllr Gibson and C Jim to the interview panel.

The meeting closed at 11.25am