



Staffing Committee Meeting Meeting Minutes for Monday, March 3, 2025.

Present: Clerk, Richard Barrett, Richard Street, Alison Sercombe, Paul Gregory, Toby Newman

Officer: Clerk & Assistant Clerk

Members of the Public: 0/0

The meeting opening at 18:15 and closed at 18:58

24-25	Item	Action
#70/2024-25	APOLOGIES FOR ABSENCE - none	
#71/2024-25	DECLARATIONS OF INTEREST - none	
#72/2024-25	TO RECEIVE MINUTES From Staffing Committee on 21st February 2025 previously circulated	
#73/2024-25	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS From Staffing Committee on 21st February 2025	
#74/2024-25	REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES <ul style="list-style-type: none">i. Staff membersii. Councillors – Cllr Thomas had attended the Roles and Responsibilities course and shared her feedback.	
#75/2024-25	TO DISCUSS CONTINUED RECRUITMENT FOR A NEW CLERK/RFO <ul style="list-style-type: none">i. Review of recent recruitment and appointment. Cllr Sercombe reflected on the recent recruitment exercise.ii. Consider recruitment process, actions and key dates Cllr Sercombe suggested a review of the advert and recruitment pack, which was approved. Clerk and Chairman to amend the recruitment documents. Advert will be circulated out w/c 10th March, with deadline of Fri 11th April. Interview to take place w/c 21st, with Cllrs Sercombe, Gregory and Street, prepared to sit on the interview panel.iii. Consider extended advertising of position. The committee agreed to pay SLCC to advertise the position (4 weeks - £347 + VAT) and explore Indeed's free advertising.	
#76-2024-25	TO REVIEW INTERIM MEASURES <ul style="list-style-type: none">i. Assistant Clerk – Assistant Clerk was working approximately 20 hours per week to manage the team and high importance	

- ii. Locum Clerk/RFO – is providing limited support. Unsure of how the Internal Audit will be completed at this stage. Committee would continue to monitor and reviewed.

#77/2024-25 TO RESOLVE TO EXCLUDE THEN PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED .

#78/2024-25 TO CONSIDER INITIAL FINDINGS OF INVESTIGATOR FOLLOWING INITIAL DISCIPLINARY INVESTIGATION
Cllr Barrett presented his initial findings of the recent investigation. It was confirmed that Cllrs Newman, Gregory and Sercombe would convene the disciplinary panel at 3pm on Friday 7th March and convene a disciplinary meeting at 2pm on 11th March.

#79/2024-25 TO CONSIDER RATE OF PAY FOR NEWSLETTER EDITOR
The committee considered and approved increase to £780.00 per edition.

#80/2024-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION - none

#81/2024-25 DATE OF NEXT MEETING – Monday 14th April 2025 time TBA.