

27th May 2025

Dear Councillor,

Notice is hereby given that a meeting of the Staffing Committee will be held at Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe on Tuesday, 3rd June 2025 at 6pm, when your attendance is required.

Yours Sincerely


Sarah Youngman
Clerk to the Council

AGENDA

1. Election of Chairperson.
2. Election of Vice Chairperson.
3. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
4. Declarations of Personal and Prejudicial Interest, if any.
5. To receive apologies for absence.
6. To consider for approval the reasons given for absence.
7. To approve the minutes of the meeting of the meeting held on 04 March 2025 (enclosed).
8. Deputy Clerk Vacancy
 - i. To review and approve the Job Description (enclosed).
 - ii. To review and approve the job vacancy advertisement (enclosed).
 - iii. To agree a date and time to interview candidates for the vacancy.
 - iv. To appoint members to carry out interviews for the vacancy.
9. Youth Club Support Worker Vacancy
 - i. To receive an update on the vacancy and agree further actions if necessary.
10. Facilities manager.
 - i. To consider the feasibility of creating a role for a new employee in April 2026 to maintain Parish Council facilities (Rands Lane Burial Ground and Play Park).
11. Clerk pay review.
 - i. To consider (subject to a successful performance appraisal) reviewing the salary of the Clerk in comparison to the job evaluation sheet (enclosed).
12. To discuss any other matter relating to staffing.
13. To agree the date of the next meeting.