



# Armthorpe Parish Council

1<sup>st</sup> July 2026

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 7<sup>th</sup> July 2026 at 6pm, when 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 held on 3<sup>rd</sup> March 2026 (enclosed).
8. To approve the following staffing arrangements for the Youth Club/Holiday Club provision:
  - i. To review and approve the draft job description (enclosed).
  - ii. To review and approve the draft job advertisement (enclosed).
  - iii. To agree a closing date for applications to be received.
  - iv. To agree a date for interviews to be held.
  - v. To agree members to carry out interviews.
9. To note the Appraisals Review Report and approve any actions following the same (enclosed).
10. To receive an update on the Estates Maintenance Officer role and agree further actions if necessary.

11. Policies, to review and approve the following policies:
  - i. Compassionate Leave Policy (enclosed).
  - ii. Dignity at Work Policy (enclosed).
  - iii. Parental Bereavement Leave Policy (enclosed).
  - iv. Training of Staff and Elected Members Policy (enclosed).
12. To consider items for discussion at the next meeting.
13. To approve the date and time of the next meeting.