



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 11 FEBRUARY 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: A Bradley, C Joseph Jay, and E North.

Clerk to the Council: S Youngman (agenda item 9 only).

08 APOLOGIES

None received.

09 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

Item six.

10 MINUTES OF THE MEETING HELD ON 03 DECEMBER 2024

Council members were provided with a copy of the minutes.

Councillor C Joseph Jay advised that she had questioned the pay scale for the Site Manager which she felt had not been discussed appropriately.

Councillor C Joseph Jay advised that she felt that the Events Assistant role should be titled Events Co-Ordinator.

RESOLVED: To approve the minutes as a true record of the meeting.

11 REVIEW OF APPLICATIONS

Council members were provided with a copy of all applications along with a scoring matrix for the position of Events Assistant.

Councillor C Joseph Jay provided a verbal update regarding the scores for the Events Assistant due to having scored them before the meeting.

RESOLVED 1: To invite D Hoyes to attend an interview for the Deputy Clerk position.

RESOLVED 2: To invite S Fielder to attend an interview for the Site Manager position.

RESOLVED: 3: To invite D Youngman, L Bak, S Hipkiss and S Watson to an interview for the Events Assistant position.

12 INTERVIEW DATES

RESOLVED 1: To carry out the Deputy Clerk and Site Manager interviews on Monday 17th February from 4pm.

RESOLVED 2: To carry out the Events Assistant interviews on Tuesday 25th February from 5pm.

13 APPOINTMENT OF INTERVIEW PANEL MEMBERS

RESOLVED: For all members of the Staffing Committee to carry out the interviews.

14 STAFFING MATTERS

The Clerk advised that the part time cleaning vacancy had been filled.

The Clerk also advised that the Sports and Recreation had identified the requirement for a part time member of staff to support the Sports and Recreation Officer during the youth club sessions.

Councillor C Joseph Jay provided an explanation of the reasoning behind the request. The member of staff would be required to work five hours each week (term time only), with a salary of £2,442.00 which would be taken from the Sports and Recreation budget.

RESOLVED: For a job description, personal specification and advert to be written for the role for review at the next meeting.