



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 03 JUNE 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: A Bradley, A Duckitt, C Head, and E North.

Clerk to the Council: S Youngman.

01 ELECTION OF CHAIRPERSON

Council members were asked to elect a Chairperson for the year ahead.

RESOLVED: To elect Councillor C Brodhurst Brown.

02 ELECTION OF VICE CHAIRPERSON

Council members were asked to elect a Vice Chairperson for the year ahead.

RESOLVED: To elect Councillor C Head.

03 APOLOGIES

None.

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

Items 9, (Youth Worker Vacancy) and 11, (Clerk pay review).

05 MINUTES OF THE MEETING HELD ON 04 MARCH 2025

Council members were provided with a copy of the minutes.

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

06 DEPUTY CLERK VACANCY

i. Job Description

Council members were provided with a copy of the draft Job Description. Council members requested a copy of the Person Specification for the role. The Clerk agreed to provide this the following day for review.

RESOLVED: To approve the document once the following amendments have been made:

- a. The requirement for a clean driving licence.
- b. To amend the reference to dealing with bookings to ensure that this is for cover purposes only.
- c. To add direct reporting duties.

ii. Vacancy Notice

Council members were provided with a copy of the draft advertisement.

RESOLVED: To approve the notice with the following amendments and to advertise the vacancy with YLCA, Doncaster Council and Indeed.

- a. Details of the pension scheme and annual leave allowance.
- b. Details of the benefits of working for the Parish Council.
- c. To include a closing date for applications of 27 June 2025.

iii. Interviews

RESOLVED: For Councillors C Brodhurst Brown, C Head and E North to interview candidate on 14th July 2025 from 10am.

07 YOUTH CLUB SUPPORT WORKER

Council members were provided with a copy of the application received for the vacancy.

RESOLVED 1: For the applicant to be invited to meet with the Sports and Recreation Officer to discuss working together, for a temporary period.

RESOLVED 2: For the Clerk to research the role of Youth Worker and report back to the committee at the next meeting with details of requirements and salary.

RESOLVED 3: For Councillor A Duckitt to work with the Sports and Recreation Officer to develop the Youth Club provision.

08 FACILITES MANAGER

The Clerk advised that the grounds maintenance contract expires in 2026 and asked members of the committee to consider employing a member of staff to take ownership of the burial ground, allotments, community centre land and parks. Council members were provided with approximate costs for equipment, salary and a van.

RESOLVED: For the Clerk to provide further information at the next meeting for consideration.

09 CLERK PAY REVIEW

The Clerk provided members with a job evaluation template which calculated the pay grade for Clerks, depending on several factors in relation to budget and responsibilities.

RESOLVED: To discuss the matter further once a performance review had been carried out.

10 DATE OF NEXT MEETING

RESOLVED: To be determined.