



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 30 JUNE 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

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

Clerk to the Council: S Youngman.

03 APOLOGIES

Apologies were received from Councillor E North

RESOLVED: To approve the reason for absence.

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

Items 6, (Deputy Clerk Vacancy) and 9, (Clerk pay review).

05 MINUTES OF THE MEETING HELD ON 03 JUNE 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

Council members were provided with ten applications which had been received for the vacancy along with a shortlisting matrix.

RESOLVED: To invite six applicants to interview 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.