



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, and C Head and E North.

Clerk to the Council: S Youngman.

11 APOLOGIES

Apologies were received from Councillor A Duckitt.

RESOLVED: To approve the reason for absence.

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

Items 6, (Clerk pay review), 8 (Deputy Clerk reimbursement of fees), and 9 (Facilities Manager).

13 MINUTES OF THE MEETING HELD ON 30 JUNE 2025

Council members were provided with a copy of the minutes.

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

14 CLERK SALARY REVIEW

Council members were provided with Salary Evaluation report from YLCA. The Clerk left the meeting whilst members discussed the report and recommendation.

RESOLVED: To make a recommendation to the Finance committee based on the findings of the report and to backdate the pay increase to the date when the matter was first discussed.

15 STAFF TRAINING

1. First Aid at Work

Council members were provided with quotes from four providers.

RESOLVED: For staff to attend training with British Red Cross at a cost of £359.00 plus VAT each, (total cost £1,795.00).

2. Level 2 Food Safety

Council members were provided with quotes from four providers.

RESOLVED: For two members of staff to enrol on training with Essential Food Hygiene at a cost of £71.98 plus VAT.

3. Data Protection Training

Council members were provided with the cost for staff and Council members to complete the training provided by YLCA.

RESOLVED 1: For all members of staff and Councillors to be enrolled on Data Protection & GDPR for Councils: Part 1 at a cost of £735.00.

RESOLVED 2: For the Clerk and Deputy Clerk to be enrolled on Data Protection & GDPR for Councils: Part 2 and 3 at a cost of £140.00.

16 STAFFING COSTS

1. Society of Local Council Clerk (SLCC) Membership

Council members received a request from the Deputy Clerk to reimburse the increase in membership for SLCC due to now being employed by a second Council.

RESOLVED: To approve the cost of £150.00 as a one-off payment.

2. Provision of SIM Card

Council members were asked to consider providing the Community Clean up Champion with a SIM card for work purposes.

RESOLVED: To provide the Clerk with the authority to purchase a SIM card with a monthly budget of £10.00.

17 FACILITIES MANAGER

Council members were provided with a proposal to employ a part time Facility/Asset Manager along with a list of equipment with costs for consideration.

RESOLVED: For a recommendation to be made to Full Council to approve the new role from 1st April 2026 with a starting salary of £23,063.00 and a budget of £25,000 for a vehicle and equipment.

18 DATE OF NEXT MEETING

RESOLVED: To be determined.

Approved at a meeting held on 2nd December 2025 and signed by Councillor C Brodhurst Brown.