

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE
ON TUESDAY 7th JULY 2026

PRESENT

Chairperson: Councillor C. Brodhurst-Brown.

Councillors: C. Head, E. North, M. Jackson, A. Nicholas and A. Bradley.

Bev Walton: Deputy Clerk to the Council.

28 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

Item 10.

RESOLVED: To exclude members of the public and press from Item 10.

29 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

30 APOLOGIES

None.

31 REASONS FOR ABSENCE

None.

32 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3RD MARCH 2026

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

33 YOUTH CLUB/HOLIDAY CLUB PROVISION

i) Approve the draft Job Description.

Members considered the draft job description for the new member of staff.

RESOLVED: To approve the job description following the suggested addition of including Safeguarding training and to incorporate the Person Specification at the end of the job description.

ii) Job Advertisement

Members were presented with a draft job advertisement for consideration and approval.

RESOLVED: To approve the job advertisement following amendments to the email address. The Deputy Clerk is to advertise the new position, to go live on Wednesday 8th July 2026.

iii) Closing Date for Applications

Members were asked to consider a closing date for receipt of applications.

RESOLVED: Closing date for receipt of applications will be Wednesday 22nd July 2026 at 12noon.

iv) Date for Interviews

Members were asked to consider a date to hold shortlisting and interviews.

RESOLVED: That shortlisting will take place on Thursday 23rd July 2026 at 5pm in the Lounge. Interviews will be held on Wednesday 30th July 2026 in the Youth Club, with Members convening at 5pm and interviews commencing at 5.30pm; that the Clerk liaise with Members to confirm interview schedules; and that, should a second interview date be required, the Clerk coordinate this with Members.

- v) Members to Carry out Interviews
Councillors Brodhurst-Brown, Nicholas and Bradley were happy to carry out interviews, with Councillor North as reserve if need be.

RESOLVED: That where interviews are held on a single day, all Members attend; however, if interviews are required over two days, two Members undertake interviews on each day, with arrangements to be coordinated by the Clerk following shortlisting.

34 APPRAISALS REVIEW REPORT

Members were provided with an appraisal report relating to Sports & Recreation Officer, Deputy Clerk, Community Centre Manager and the Events Assistant for noting.

RESOLVED: To note the contents of the report and endorse the progression arrangements for an incremental pay increase for Community Centre Manager and Events Assistant in accordance with NJC Guidelines.

35 ESTATES MAINTENANCE OFFICER

Members were informed of the resignation of the Estates Maintenance Officer, who is required to give one week's notice in accordance with their contract of employment. The contract also states that any training costs incurred by the Council should be reimbursed on termination of employment, amounting to approximately £1,000 in this instance. Members were asked to consider and approve the job description and job advertisement, agree where the vacancy should be advertised, and set a closing date for applications, a shortlisting date, and an interview date. Members also agreed those who would undertake the shortlisting and participate in the interview process. Discussion took place around interim arrangements for the tasks until a new employee is appointed.

RESOLVED:

- Noted and accepted the Estates Maintenance Officer's letter of resignation.
- To not seek reimbursement of the training costs from the Estates Maintenance Officer.
- For Councillor Brodhurst-Brown to contact the Estates Maintenance Officer thanking him for his work and to discuss a final date of work.
- The Clerk/Deputy Clerk is to obtain quotes for companies to provide an interim contract between the Estates Maintenance Officer leaving until a permanent member of staff is appointed.
- To approve the job description following the suggested changes relating to annualised hours of 1456 hours, averaging 28 hours per week depending on season, that 12 equal monthly payments will be received, job share is possible.
- To approve the job advertisement following amendments above. The Deputy Clerk is to advertise the new position, to go live on Wednesday 8th July 2026 on Indeed, Parish Notice Boards, Parish Website and Parish Facebook account.
- Closing date for receipt of applications will be Wednesday 30th July 2026 at 12noon.
- That shortlisting will take place on Monday 3rd August 2026 at 5pm in the Lounge. Interviews will be held on Monday 10th August 2026 in the Youth Club, with Members convening at 5pm and interviews commencing at 5.30pm; that the Clerk liaise with Members to confirm interview schedules; and that, should a second interview date be required, the Clerk coordinate this with Members.
- Councillors Brodhurst-Brown, Nicholas and Bradley were happy to carry out interviews, with Councillor Head as reserve if need be.
- That where interviews are held on a single day, all Members attend; however, if interviews are required over two days, two Members undertake interviews on each day, with arrangements to be coordinated by the Clerk following shortlisting.

36 POLICIES

- i) Compassionate Leave Policy
Members were presented with a new Compassionate Leave Policy for consideration and approval.
RESOLVED: Defer until the next meeting.

ii) Dignity at Work Policy

Members were presented with a new Dignity at Work Policy for consideration and approval.

RESOLVED: Defer until the next meeting.

iii) Parental Bereavement Leave Policy

Members were presented with a new Parental Bereavement Leave Policy for consideration and approval.

RESOLVED: Defer until the next meeting.

iv) Training of Staff and Elected Members Policy

Members were presented with a new Training of Staff and Elected Members Policy for consideration and approval.

RESOLVED: Defer until the next meeting.

37 Items for the Next Meeting

- Staff Structural Tree with photos for the Foyer.
- Councillors' photos for the Foyer.

38 Date and Time of Next Meeting

RESOLVED: Tuesday 1st September 2026 at 6pm.