



Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held on Tuesday 02nd April 2024 at Singleton Village Hall Parish office starting at 10.00 am

Present: Y Barker, D Gathern, Sullivan and Wiffen
A Szocs (Clerk)

The meeting commenced at 10.10 am.

1. Apologies for absence

None received.

2. Declarations of Interest

None

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 20 February 2024 were approved as a true record.

Proposed: Cllr Sullivan	Seconded: Cllr Y Barker	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

4. Staffing

4.1. The committee agreed recommending to the full council employing a steward on a temporary basis to support the new Steward to settle in. The committee recommends on the basis of £16 per hour rate and working hours to be agreed to suit the council.

Proposed: Cllr Sullivan	Seconded: Cllr Gathern	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

4.2. The committee received an update on the interviews and confirmation on the appointment of the Parish Steward. The Clerk is following up on references and awaiting to see relevant qualifications and identification to enrol the newly appointed steward on payroll. The Clerk to arrange DBS check as soon as possible.

5. Personal Development and Training

The committee discussed the Clerk's request to support the completion of a master's degree in public administration. The course is taught online, with modules relevant to the running of the parish council. The committee agreed to recommend to the full council to fund the degree on the proviso that if the Clerk leaves the role:

- one year after completion the full tuition fee is paid back to the council.
- two years after completion two thirds of the full tuition fee is paid back to the council.

- three years after completion one third of the full tuition fee is paid back to the council.

Proposed: Cllr Gather	Seconded: Cllr Y Barker	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

6. Date and venue of next meeting.

The date of the next meeting will be on Monday, 20th of May 2024 starting at 9.00 am.

The meeting closed at 11:30

Signed by: _____ Date: _____

Draft