



## Minutes of the Staffing Committee meeting held on Thursday, 15<sup>th</sup> January 2026 at Singleton Village Hall

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

The meeting commenced at 14:30

### 1. Apologies for absence

Cllr Darvill. No apologies received from Cllr McClintock.

### 2. Declarations of Interest

None

### 3. Minutes of the Previous meeting

The minutes of the previous meeting held on 16<sup>th</sup> September 2025 were approved as a true record.

<b>Proposed:</b> Cllr Y Barker	<b>Seconded:</b> Cllr Wiffen	<b>In Favour:</b> 4
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

### 4. Staffing and Personal matters

#### 4.1. To review applications for apprenticeships and agree on shortlisted applicants

The committee reviewed the applications received for the apprenticeship and, after careful consideration, shortlisted six applicants for interview. It was agreed to hold the interviews in two stages: the first stage will involve interviewing all six applicants, followed by a second stage with the three strongest candidates. The Parish Steward will be present at the final stage. The Clerk is to prepare a questionnaire.

<b>Proposed:</b> Cllr Gathern	<b>Seconded:</b> Cllr Sullivan	<b>In Favour:</b> 4
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

#### 4.2. To receive a report on the bi-monthly meeting with the Community Engagement Officer

Cllrs Gathern and Wiffen, together with the Clerk, met with the Community Engagement Officer to review the past two months in the role. Although the CEO has only recently started, there has already been a notable difference, with several events and engagement activities taking place within the community. The feedback received has been very positive. The CEO has prepared a full list of events planned for the year and is actively engaging with the community. The budget enables the CEO to plan and deliver events in a meaningful way, helping to foster relationships within the community.

**4.3. To consider a staffing matter relating to leave arrangements.**

The committee reviewed the circumstances of one of the employees and agreed to waive the hours owed to the council up to date. A further review will be arranged at the end of the year.

<b>Proposed:</b> Cllr Gathern	<b>Seconded:</b> Cllr Sullivan	<b>In Favour:</b> 4
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

**4.4. To consider and approve the appointment of a casual vacancy, providing support to the Community Engagement Officer.**

The committee resolved to appoint an individual to provide support to the Community Engagement Officer, filling the casual vacancy on a self-employed basis. The arrangement will be subject to periodic review.

<b>Proposed:</b> Cllr Gathern	<b>Seconded:</b> Cllr Y Barker	<b>In Favour:</b> 4
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

**5. Date and venue of next meeting.**

The date of the next meeting will be agreed at a later date.

The meeting closed at 15:40

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_