



# Great Chart with Singleton Parish Council

Founded in December 1894

## Minutes of the Staffing Committee meeting held on Monday, 14<sup>th</sup> August at Singleton Village Hall Parish office starting at 16.30 pm

**Present:** Cllrs Alexander (left at 17.05pm), Y Barker, D Gathern and Wiffen  
A Szocs (Clerk)

The meeting commenced at 16.40 pm.

### 1. Election of chair

Cllr Dave Gathern has been nominated as chair of the committee. The committee agreed to accept the nomination.

<b>Proposed:</b> Cllr Alexander	<b>Seconded:</b> Cllr Wiffen	<b>In Favour:</b> 3
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

### 2. Apologies for absence

Cllrs McClintock & Sullivan

### 3. Declarations of Interest

None

### 4. Minutes of the Previous meeting

The minutes of the previous meeting held on 17<sup>th</sup> March 2023 were approved as a true record.

<b>Proposed:</b> Cllr Wiffen	<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. Staffing

The committee reviewed a quotation to cover some of the work while the parish steward is recovering. However, the proposed cost was deemed high, and the committee resolved not to proceed. Kingsnorth Parish Council has offered to help while a more permanent solution is found. They can cut the grass and conduct play park inspections if needed. The committee reviewed the current parish steward's job description and agreed to update it to reflect the role. It was also agreed to add 'undergo training as and when required' and 'driving a manual van' to the list. It was agreed that a report is produced for the council meeting to show the actual tasks and estimated time to complete those tasks, to give a better understanding of the hours required to carry out the role.

### 6. Date and venue of next meeting

The date of the next meeting will be held on Monday, 4<sup>th</sup> of September 2023 starting at 16.30 pm.

The meeting closed at 17.20 pm

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