



# **Great Chart with Singleton Parish Council**

## **Minutes of the Staffing Committee meeting held on Monday 3<sup>rd</sup> February at Buxford Pavilion starting at 10:30**

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

The meeting commenced at 10:30

**1. Apologies for absence**

None

**2. Declarations of Interest**

None

**3. Minutes of the Previous meeting**

The minutes of the previous meeting held on 30<sup>th</sup> December 2024 with the correction of a spelling error were approved as a true record.

<b>Proposed:</b> Cllr Wiffen	<b>Seconded:</b> Cllr Y Barker	<b>In Favour:</b> 5
<b>Vote against:</b> 0	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

**4. Staffing**

**4.1. To consider options for Parish Steward role.**

The committee has agreed to reach out to the runner-up applicant from the previous interview and offer them the role, provided they are still interested. This approach will save time and help ensure that someone is in place before the busy period begins. If the person is no longer interested, then the role will be readvertised.

<b>Proposed:</b> Cllr Wiffen	<b>Seconded:</b> Cllr McClintock	<b>In Favour:</b> 3
<b>Vote against:</b> 2	<b>Vote Abstain:</b> 0	<b>Motion carried</b>

**4.2. To agree on Job description and title of proposed community outreach officer.**

The committee reviewed the workshop summary and the role in general and agreed to proceed with a job advertisement. The advertisement will be published on 4<sup>th</sup> February, with a closing date of 17<sup>th</sup> February. Shortlisting will take place on 19<sup>th</sup> February from 10:30 am at the Pavilion, and interviews are scheduled for 21<sup>st</sup> February. The Clerk will draft and share the job advertisement and role description for members' approval. The committee also agreed to advertise the role with a salary range of £30,000 to £35,000.

<b>Proposed:</b> Cllr Y Barker	<b>Seconded:</b> Cllr D Gathern	<b>In Favour:</b> 5
<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 11:15

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