



Great Chart with Singleton Parish Council

Minutes of the Staffing Committee meeting held on Friday, 08 August 2025 at Singleton Village Hall

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

The meeting commenced at 10:10

It has been noted that the election of chair was not included on the agenda it will be added to the next meeting's agenda.

1. Apologies for absence

None

2. Declarations of Interest

None

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 03rd February 2025 were approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr Sullivan	In Favour: 6
Vote against: 0	Vote Abstain: 0	Motion carried

4. Staffing and Personal matters

4.1. To review the steward's probation period and discuss remuneration

The steward's probation period is ending, and the committee has agreed to offer a permanent position based on strong performance. The steward has impressed the council, residents, and stakeholders through excellent work and proactive dedication. The steward has completed several relevant courses. Following a role review and assessment of qualifications, the salary scale will increase from 14 to 16 on the Local Government Services Pay Agreement.

Proposed: Cllr Wiffen	Seconded: Cllr Gathern	In Favour: 6
Vote against: 0	Vote Abstain: 0	Motion carried

4.2. To discuss the future of the Assistant Steward's role

Agenda Items 4.2 and 4.3 were combined for discussion. The committee was updated on the assistant steward's health and noted they can no longer serve. A contract termination confirmation will be sent. The previous parish steward has been filling in and expressed interest in continuing part-time as a permanent team member. The committee agreed to offer a permanent role for 12 flexible hours per week, with pay at scale point 15 of the Local Government Service Pay Agreement.

Proposed: Cllr D Gathern	Seconded: Cllr Sullivan	In Favour: 6
Vote against: 0	Vote Abstain: 0	Motion carried

4.3. To consider the potential employment of an apprentice.

The committee had considered hiring an apprentice before but found it unviable. With a full-time steward now available, the committee agreed to revisit the apprenticeship option and asked the clerk to contact Hadlow College.

Proposed: Cllr Y Barker	Seconded: Cllr Sullivan	In Favour: 6
Vote against: 0	Vote Abstain: 0	Motion carried

4.4. To receive an update on the Clerk's appraisal

Cllr Wiffen reported that the Clerk's appraisal is complete, with objectives set for advancing the parish council building, finalising playing field deed transfers, AI training, and completing the Master's degree.

4.5. To accept the recommended annual increase of 3.2%

The committee agreed to accept the recommended annual increase of 3.2% backdated to April.

Proposed: Cllr Wiffen	Seconded: Cllr Y Barker	In Favour: 6
Vote against: 0	Vote Abstain: 0	Motion carried

4.6. To reconsider the Community Engagement Officer role and next steps

The committee will interview a candidate who has shown prior interest in the role. The interview is set for 27 August 2025, with a required presentation on the benefits of community engagement officers to the parish. Cllrs Wiffen and Gathern, along with the clerk, will conduct the interview, with Cllr Y Barker as backup. Salary will be based on Scale Point 16–24 per the Local Government Services Pay Agreement, depending on experience.

5. Date and venue of next meeting.

The date of the next meeting will be on Monday, 1st of September 2025 starting at 10.00 am. Cllr Geoff Darvill gave his apologies as he will be abroad.

The meeting closed at 11:11

Signed by: _____ Date: _____