



# Great Chart with Singleton Parish Council

## Minutes of the Staffing Committee meeting held on Monday, 01 September 2025 at Singleton Village Hall

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

The meeting commenced at 10:00

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. Election of Chair

Councillor Gathern has been nominated to serve as the chair of the committee.

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

### 2. Apologies for absence

Cllrs Y Barker, Darvill and McClintock

### 3. Declarations of Interest

None

### 4. Minutes of the Previous meeting

The minutes of the previous meeting held on 08<sup>th</sup> August 2025 were approved as a true record.

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

### 5. Staffing and Personal matters

#### 5.1. To consider and agree recommendation of the Community Engagement officer role to the Full Council

The committee received an update on the interview, which went very well. The candidate presented a slideshow with ideas for the role and explained their previous and relevant experience. The committee agreed to recommend offering the position, which will feature flexible working hours and a six-month probation period, with bimonthly reviews led by the clerk and alternating councillor. The proposed salary for the role is Scale Point 26 on the Local Government Services Pay Agreement 2025/2026.

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

### 6. Date and venue of next meeting.

The date of the next meeting will be on Thursday, 9<sup>th</sup> October 2025 starting at 11:00 am. Cllr Geoff Darvill gave his apologies as he will be abroad.

The meeting closed at 10:30

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