



Minutes of the Staffing Committee meeting held on Thursday, 22 June 2026 at Buxford Pavilion, Great Chart Playing Fields

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

The meeting commenced at 14:00

1. Election of chair

The committee agreed to appoint Cllr Dave Gathern as the chair of the staffing committee.

Proposed: Cllr Y Barker	Seconded: Cllr Wiffen	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

2. Apologies for absence

No apologies received.

3. Declarations of Interest

None

4. Minutes of the Previous meeting

The minutes of the previous meeting held on 15th January 2026 were approved as a true record.

Proposed: Cllr Sullivan	Seconded: Cllr Y Barker	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

5. Staffing and Personal matters

5.1. To review the Parish Steward's role and job title and to agree any recommendations to be made to the full council.

The Committee considered the proposal to review the Parish Steward's role and job title. It was noted that the role had developed significantly, particularly following the introduction of apprentice support, and that the job title should be updated to reflect the current scope and responsibilities of the post. The Committee agreed to recommend to the full council that the job title be amended and that the role be placed on the recommended SCP 20 scale point.

Proposed: Cllr Gathern	Seconded: Cllr Sullivan	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

5.2. To receive an update on staff appraisals

The Committee received an update on staff appraisals. It was noted that the Parish Steward had completed the appraisals for the Apprentice and Assistant Steward, and that the Community Engagement Officer's appraisal had also been completed. The appraisals for the Deputy Clerk and Parish Steward remain

outstanding and will be completed in due course. The Committee noted that the appraisal process provides a useful opportunity to reflect on each role and agree future objectives.

6. Date and venue of next meeting.

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

The meeting closed at 14:47

Signed by: _____ Date: _____

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