

Minutes of Staffing Committee at 10:30 on 29th May 2025 at Sturry Parish Office.

Present. Cllr Gill Betts, Cllr Anne Dekker and Cllr John Hogben

Ken Dekker Clerk.

1-25. Apologies for absence.

Cllr Chris Gartland work commitments

2-25. To receive Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.

None

3-25. To appoint the Chair of the Committee for the coming year.

Cllr A Dekker Proposed Cllr G Bettes and this was seconded by Cllr J Hogben.

4-25. To Discuss and agree the Terms of reference of the committee.

There was a discussion on a couple of items in the terms which needed rewording, this will be done and the terms will be presented at the next full Council meeting for adoption.

It was also stated that the two volunteer drivers should have DBS checks.

5-25. To Discuss and agree documents for appraisals and interviews.

The Councillors agreed that the present documents were fine and would be used at the next appraisals. It was also decided that the caretaker should have a schedule of work set up for him.

All job descriptions should be reviewed.

The Councillors then decided which Councillors would do which appraisals.

6-25. To Discuss and agree dates for appraisals.

All appraisals would be completed by the end of June.

7-25. To Discuss future employment levels.

There was a discussion on whether to employ an Admin Assistant who could be trained and then be able to stand in for the Clerk and Cemetery Superintendent when needed.

The Councillors decided to bring this suggestion to the next full Council meeting for approval.

If this is approved, then the following would happen:

Post advert 12th June

Applications in by 27th June

Committee to meet to sift the applicants.

Interviews to start by 9th July.

8-25. To agree dates for future Committee meetings.

Next meeting to be held post appraisals (2 weeks after).

Date of next meeting. To be decided.

DRAFT