

**Minutes of Staffing Committee at 11:00 on 16<sup>th</sup> June 2025 at Sturry Parish Office.**

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

Ken Dekker Clerk.

**9-25. Apologies for absence.**

Cllr Chris Gartland work commitments

**10-25. 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

**11-25. To approve the minutes of the Staffing Committee Meeting held on Thursday 29<sup>th</sup> May 2025.**

Proposed by Cllr Betts and seconded by Cllr Dekker

**12-25. Matters arising from minutes of the Staffing Committee meeting on Thursday 29<sup>th</sup> May 2025.**

None

**13-25. To Discuss outcome from Appraisals.**

Alan had a good appraisal and stated that he would report to the Clerk on a Tuesday morning and also, he will start giving his monthly report in writing. He is also willing to have uniform shirts for work. He also needs to verify with the Clerk any overtime work on a daily basis.

Sandra stated to Cllr Hogben that she feels that she is not very important. She was asked if she wanted any training and she stated that she has done training before.

Ken Bullock produced a comprehensive report on what he has been doing over the last year, and he feels that he has met most of his aims for the year.

Ken Dekker stated that he had met several of his aims for the last year and would like to get the upstairs office sorted out, he also stated that he would like to do more training on Rialtas. He also stated that the employees did not require to fill in the questionnaire before the appraisals and this could be updated.

Cllr Betts stated that the Committee should have a meeting after 6 months with the staff, this was decided to be done in November.

**14-25. To discuss and agree advert for the vacancy of an Admin Assistant.**

It was decided to draw up the advert and have it posted on the 19<sup>th</sup> June 2025.

**15-25. To discuss and agree dates for the application process.**

The committee decided that the following dates would be adhered too.

30<sup>th</sup> June closing date for applications.

3<sup>rd</sup> July meeting to sift applications for short list.

8<sup>th</sup> July to start interviews.

Interview panel would consist of the four Committee members and the Clerk would scribe.

**16-25. Date of next meeting.**

3<sup>rd</sup> July 2025

Meeting closed at 13:29