



STAFFING COMMITTEE MEETING AGENDA published 11 September 2026

There is to be a meeting of the above Staffing Committee on **Thursday 17th September**, starting at **6:00pm**, at the Sturry Parish Office for the transaction of the business described in the following agenda. You are hereby summoned to attend.

The agenda is as follows:

- 6-26 To note those, present and record any apologies.** *Members who cannot attend a meeting shall tender their apologies to the Clerk prior to the meeting; under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.*
- 7-26 Notification of Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary Interest:** *A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted. A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote. Councillors may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration*
- 8-26 To consider and adopt the Minutes of the Staffing Committee Meeting held on 1st June 2026.**
- 9-26 To elect the chair for the year 2026/27**
- 10-26 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**
- 11-26 To consider and agree the following in relation to the recruitment of Clerk & RFO**
- 1. To agree the wording of the advertisement**
 - 2. To agree the date to publish the advertisement**
 - 3. To agree the salary/pay scale for the post**
 - 4. To agree the contracted hours**
 - 5. To confirm the job description and person specification**
 - 6. To agree the recruitment timetable, including:** closing date for applications, date for the sifting/shortlisting meeting, date(s) of interview, proposed start date
 - 7. To discuss and agree the contract of employment**
- 12-26 Date of next meeting.**
- 13-26 Close of Meeting.**

Matthew J. Bridger

(Clerk & RFO to the Council)

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