

MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL

HELD ON WEDNESDAY 9TH OF JULY 2025,

AT AUCKLEY PARISH CENTRE, COMMENCING AT 6.00PM

Councillors Present: R. Dobson, N. Slack, J. Staniforth,
E. Lear (Clerk)

1. **Non-Attendance by Councillors**

- a) No apologies received
- b) Not required.

2. **Declarations of Other Interests and Any Amendments**

None

3. **Determination of the Exclusion of the Public and Press**

Items 5 & 6.

4. **Approve the Minutes of the Staffing Committee Held 12th February 2025**

The minutes were approved and signed as a true record.

5. **Interim Review of the Clerk's Progress on Completion of Appraisal Targets**

Updates and improvements to the agenda are in progress, the Clerk aims to start the ILCA to CILCA in September and will continue with other training.

6. **Consideration of Duties of the Site Supervisor and Facility for Payment of Additional Hours**

The main purpose of the role is to keep the council sites safe, clean and tidy. Following discussions the Site Supervisor will be asked to work longer hours (comparably) on Mondays and Fridays, with two other days worked between. He will be asked to work two additional hours a week over the 6 week school holiday period for which he will be paid from the money that has been allocated for the Clerk's salary for training and has not been utilised to date - **AGREED**.

He will be asked to work 4 days a week for 3 hours a day- approximately 8am until 11am.

During the school holiday period he will be asked to start at Hayfield Park before travelling on to other locations-**AGREED**.

7. **Discussion of Inclusion within the Council's Media Policy relating to the Publication of Items including Photographs, taken by Members of the Public Featuring Council Employees**

An addition was made to the Media Policy relating to obtaining permission before talking to the press or agreeing to photos by employees.- **AGREED**

8. **Scheme of Delegation Review- AGREED**

9. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 8th of October 2025 at Auckley Parish Centre, Auckley at 5.45pm.

Chair.....

Date:

