



## Studley Parish Council

### Minutes of Staffing Committee meeting 2<sup>nd</sup> September 2021, 4pm Council Chamber

**Committee members present** Cllrs A Smith, Chairman; J Beard, P Hencher-Serafin,  
**Committee members absent** Cllr M Osborne  
**In attendance** Cllr C Summers (Non-committee member of the council)  
Gill Lungley, Support Officer

- Min #SC035** **Agenda item 1 - Chairman's welcome**  
Cllr A Smith welcomed all to the committee meeting.
- Min #SC036** **Agenda item 2 - Apologies**  
Cllr M Osborne – prior commitment.
- Min #SC037** **Agenda item 3 - Declarations of Interest**  
None.
- Min #SC038** **Agenda item 4 - Grant of dispensation following declaration of interests**  
None
- Min #SC039** **Agenda item 5 - Public Forum**  
No non-committee member wished to speak.
- Min #SC040** **Agenda item 6 - Approval of draft minutes from previous meeting**  
The minutes of the meeting held 24<sup>th</sup> August 2021 had been circulated.  
**RESOLVED** to adopt the minutes of the previous meeting as a true record.
- Min #SC041** **Agenda item 7 - To receive an update on recruitment progress and agree next steps**  
It was agreed that as there had been only one applicant for the clerk's vacancy that the job would be re-advertised for 2 weeks (end-date 19/09/2021) with the clear statement that training will be provided.  
Members agreed the current staffing options –  
  - Increase Assistant Clerk's hours to full time.
  - Support Assistant Clerk to study for the CiLCA qualification via on-the-job training: registration costs £410 and training course via WALC £100.
  - Acting Clerk/RFO to maintain a minimum of 10 hours support per week.
  - To review salary payments are appropriate for the work undertaken.
- Min #SC042** **Agenda item 8 - Members to raise items for consideration at the next meeting.**  
None put forward at this time; the next meeting will consider the situation following the re-advertisement of the clerk's vacancy.
- Min #SC043** **Agenda item 9 - To agree date and time of next committee meeting.**  
To meet again after 19<sup>th</sup> September 2021  
This meeting ended at 5pm.

Signed .....  
Chairman, Staffing Committee

Date.....