



## Laughton en le Morthen Parish Council

The Village Hall, Firbeck Avenue, Laughton en le Morthen, S25 1YD

Clerk – Mrs C Havenhand

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Minutes – Staffing Committee Meeting 25<sup>th</sup> July 2024

Present: Councillors: Mr T Stanway (Chairman), Mrs J Cutting, Mrs T Hutson and the clerk Mrs C Havenhand. In attendance Parishioners: No parishioners were in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
SC 24/1	<b>To receive and approve reasons for absence</b>	
	Councillors: Mr S Johnson gave reasons for absence which were approved at the meeting.	
SC 24/2	<b>To receive declarations of interest in respect of business on the agenda</b>	
	No interests were declared.	
SC 24/3	<b>To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature of the business to be discussed.</b>	
	It was <b>resolved</b> that items relating to the recruitment process should exclude press and public due to the confidential nature of the item under discussion.	
<b>Public Session</b>	No members of the public were present at the meeting.	
SC 24/3	To receive information regarding the interviews for Assistant Clerk, agree selection of most suitable candidate, including terms and conditions and issue of an offer of employment	
	The outcome of the interview and selection process was reviewed by the staffing committee, and it was <b>resolved</b> to offer Mrs A Morton the role, subject to references. Terms – 5 hours per week, point 10 on the National Joint Council scale. £15pm WFH allowance plus expenses – standard holiday days 23 plus 2 extra statutory days plus BH. It was <b>resolved</b> that subject to references, a start date be set for 16 <sup>th</sup> August and the clerk issue a contract document signed by the Chairman. Salary of existing clerk to remain on 14 hours until end Sept to allow for training.	<b>Clerk</b>
SC 24/4	To notify the clerk of matters for inclusion on the agenda of the next meeting which has not been fixed but will be arranged before the budget review in November unless dealt with at full Council meeting.	
	There were no further matters at this point. The meeting closed at 10.30 am.	

Chairman

Date

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Chairman's Initial

Date