



WINTERBOURNE PARISH COUNCIL

**STAFFING COMMITTEE**

8 January 2024

D Marriott (in the Chair)

J Amos (P)  
D Eldridge (P)  
S Hancock (P)

P Kembery (P)  
D Marriott (P)

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20.01/24 - Evacuation procedure – Leave via the fire door and assemble outside in the play area – Noted

21.01/24 - Apologies for absence – None

22.01/24 - Declaration of Interest Under the Localism Act 2011: None.

23.01/24 – To agree the revised minutes of the meeting held on 13 November 2023 and the minutes of 4 December

**Resolved** to approve

24.01/24 – To resolve that the following agenda items will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed.

**Resolved.**

25.01/24 – To agree the candidates for interview for the Assistant Clerk vacancy  
It was noted the Staffing Committee have the delegated authority to appoint a member of staff.

The proposed candidates were circulated to members prior to the meeting. It was confirmed none of the candidates are known to any of the Staffing Committee.

**Resolved** to invite 7 candidates for interview.

26.01/24 – To agree the interview panel for the forthcoming interviews for the Assistant Clerk vacancy and the process for decision making

**Resolved** the interview panel will be Cllrs Kembery, Marriott and Hancock. Should Councillor Hancock not be available Cllr Eldridge will take their place.

27.01/24 – To agree an uplift in Clerk's point on the pay scale from 1<sup>st</sup> April 2023.

**Resolved** to agree the Clerk be placed 3 SCP points higher on the pay scale back dated to 1<sup>st</sup> April 2023. This is in line with job evaluation calculations done when recruiting the Clerk who will be in post from 1 February 2024.

28.01/24 – To note any other items to be reported.

None.

Meeting concluded 6.40pm