

**ST CUTHBERT (OUT) PARISH COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE
HELD IN COXLEY MEMORIAL HALL ON WEDNESDAY
22ND NOVEMBER 2017 AT 7PM**

PRESENT: Cllrs D Ball; M Hayden; J Henderson; M Mitchell; (Cllr Zorab was co-opted to the meeting).

IN ATTENDANCE: Ms Michele Exton (Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Cllr E Danson; M Gaunt.

02. DECLARATIONS OF INTEREST

02.01. No declarations of interest.

02.02. No requests for dispensations for disclosable pecuniary interests.

02.03. No requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

Item 06

04. PUBLIC QUESTION TIME

No Members of the Public were present.

05. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL STAFFING COMMITTEE HELD ON WEDNESDAY 23RD AUGUST 2017

To approve the minutes of the Staffing Committee held on Wednesday 23rd August 2017.

RESOLVED: To approve the minutes of the Staffing Committee held on Wednesday 23rd August 2017.

06. RECRUITMENT OF AN ASSISTANT PARISH CLERK

The Committee discussed the recruitment and appointment of an Assistant Parish Clerk and considered the job description/workload, terms of employment and costs, salary, contract of employment, review, interview and recruitment.

RESOLVED: To recommend to Full Council the salary for the Assistant Parish Clerk to be within the National Association of Local Councils' LC1 range starting at SPC 18 on the National Joint Council for Local Government Services Payscale.

RESOLVED: To recommend to Full Council to spend a maximum of £50 on initial recruitment advertising for an Assistant Parish Clerk.

07. DATE AND VENUE OF NEXT MEETING

TBC