

**Paulton Parish Council**

**Minutes of the meeting of the Staffing Committee held on  
Wednesday 23<sup>rd</sup> February starting at 6.00pm, in the meeting room at the Village Hall**

**Present:** Councillors D Garlick, G Garlick, A Lyons and J Meaton (Chairman)

**Also Present:** Carol Hall – Clerk

22-20. APOLOGIES FOR ABSENCE

Apologies were noted for Councillor G Johnson

22-21. PUBLIC PARTICIPATION

There were none.

22-22. DECLARATIONS OF INTEREST

There were none.

22-23. CONFIRMATION OF MINUTES

**Resolved** – that the minutes of the meeting held on 11<sup>th</sup> August 2021 were confirmed as a true record and signed by the Chairman.

22-24. EXCLUSION OF PRESS AND PUBLIC

**Resolved** - That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider staffing matters.

22-25. ADMIN ASSISTANT RECRUITMENT

Following the retirement of Admin Assistant, Linda Rossiter, the current staffing levels were reviewed aligned to workloads with consideration given to the recent organisational and efficiency review undertaken.

**Resolved** – that the following was agreed:

- The council would advertise for a replacement admin assistant 12 hours per week, the working pattern will be confirmed upon the recruitment of the successful candidate.
- Adverts will initially be placed on our social media pages, website and the local papers.
- The salary scale will remain unchanged from the current salary scales for the admin assistant role.
- Closing date for applications will be 21<sup>st</sup> March and interviews scheduled for the 29<sup>th</sup> March.
- The Clerk, Chairman of the Staffing Committee and Chairman of the Council will undertake the interviews.

Signed Chair.....Date.....

Meeting closed 6.34pm