



The Council Office, North Street Workshops, Stoke sub Hamdon, TA14 6QR.

**MINUTES OF THE STOKE SUB HAMDON PARISH COUNCIL STAFFING COMMITTEE
MEETING HELD ON TUESDAY 16TH JULY 2024 AT THE COUNCIL OFFICE, NORTH STREET
WORKSHOPS, STOKE SUB HAMDON, TA14 6QR.**

Present

Cllr. P Gould
Cllr. S Nelms
Cllr. M Foley
Cllr. D Burton
Mr T Heath (Interim Clerk)

1. **ELECTION OF STAFFING COMMITTEE CHAIRPERSON**
Committee members unanimously **ELECTED** Cllr. Gould as the Chair of the Staffing Committee.
2. **ELECTION OF STAFFING COMMITTEE VICE-CHAIRPERSON**
Cllr. Burton was unanimously **ELECTED** as Vice-Chair of the Staffing Committee.
3. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllr. Fryer.
4. **TO RECEIVE ANY DECLARATIONS OF INTEREST IN AGENDA ITEMS**
No declarations of interest in agenda items were registered.
5. **TERMS OF REFERENCE**
Draft terms of reference for the Staffing Committee were **AGREED** and will go forward to the next full Council meeting for approval.
6. **DATE OF NEXT MEETING**
Friday 2nd August 2024
7. **EXCLUSION OF PRESS AND PUBLIC**
The Committee **PASSED** a resolution excluding the press and public from the meeting in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing).

8. PROCESS AND TIMELINE LEADING TO THE RECRUITMENT OF A CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Committee **AGREED** the process and associated timeline for recruitment of the Clerk and Responsible Financial Officer (RFO).

It was **AGREED** to advertise in a way that applicants may apply for either the Clerk or RFO roles or both roles combined.