

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing committee took place on Thursday 3rd July at 10.05 in the Small Hall, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr A Dickey

Cllr D Webb

Cllr S Allen-Shepherd

Cllr W McNulty

Also in attendance: Clerk and Deputy Clerk to the Council

01/25 Election of Chairman:

It was Proposed, seconded and **unanimously** approved for **Cllr Dickey** to be the Chairman of the Sub-Committee.

02/25 Election of Vice Chairman:

It was Proposed, seconded and **unanimously** approved for **Cllr McNulty** to be the Vice Chairman of the Sub-Committee.

03/25 Apologies for absence:

Apologies were **Accepted** from Cllr J Greenwood as he has prior agreed arrangements.

04/25 Declarations of interest:

There were no declarations of interest.

05/25 Minutes of Meeting:

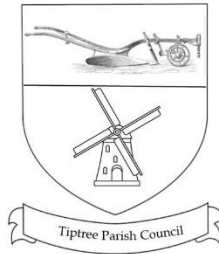
The minutes of the meeting held on 16th March 2025 were proposed, seconded, and by Majority **resolved** as being an accurate record and duly signed.

06/25 Review of Terms of Reference:

After discussion it was proposed seconded and **resolved** unanimously that the terms of reference needed to have other adjustments before being recommended to full council and the Clerk is to investigate the Councillors handbook from EALC.

07/25 Exclusion of the Press and Public:

It was unanimously **approved** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.



The Clerk left the room at 1020

07/25 Review of the new Clerks Probation Period:

After discussion it was proposed, seconded and **resolved** unanimously that the Clerk has passed his probation period and the following improvements to the recruitment procedure are to be brought in to place:

- Future probation monitoring of new staff.
- Setting up meetings with the committee chairs and chair of full council to discuss future support.
- Investigate what support SLCC have for new starters.

The Clerk entered the room 1030 and was congratulated on his passing probation and welcomed to the Council by the Chair.

08/25 Clerks update:

The Clerk advised the Committee about the situation regarding the employment contract of the Community Centre Manager. There is no employment contract on file, and a discussion with the Community Centre Manager about signing and drafting a contract will take place. The Clerk will keep the Committee updated.

09/25 Approval of short list for interview of Parish communication officer:

After discussion it was proposed seconded and **resolved** unanimously the short list for people to be invited for interviews on the 10th of July.

10/25 A new contract for the Head Groundsman:

The new contract outline and details were discussed.

11/25 Chair closed the meeting at 11.34

Signed Date: