



## **Bourton-on-the-Water Parish Council**

### **Minutes of the Extraordinary mMeeting of the Staffing Committee held at 9am on Tuesday 6<sup>th</sup> May 2025 in the Salmonsbury Room at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), Cllrs L Hicks, B Hadley, J Wareing.

**In Attendance:** Sharon Henley (Clerk).

**Members of Public:** None.

**Public Session:** None present.

1. Apologies for absence. Cllr M Samuel was absent.
2. Declarations of Interest. There were none.
3. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to employment matters. As such, the press and public are excluded from the meeting. The Committee RESOLVED to close the meeting.
4. Recruitment of new Administration Officer:
  - a) To receive recommendations from the interviewing panel following interviews w/c 28<sup>th</sup> April. Feedback and recommendations on the three candidates interviewed was received from Cllrs Hadley, Wareing and the Clerk.
  - b) To resolve to offer the role to the selected candidate: The Committee RESOLVED to accept the recommendations of the panel and to offer the role to Frances Kirk on payscale SCP18 at 14 hours per week, to start in late May if possible. All other terms and conditions were as agreed in the job specification and advertisement.
  - c) To agree any further actions required: The Clerk to arrange for an induction and email set-up.
5. To agree a date for the next meeting. The agreed schedule of meetings includes an ordinary Staffing Committee meeting during June. Date to be agreed at the Annual Meeting.

There being no further business meeting the meeting closed at 09.26 hours.