



**Millbrook Parish Council  
Minutes for Staffing Committee meeting  
held on Tuesday 1<sup>st</sup> March 2022  
scheduled to take place at 4pm  
in the attic room of Millbrook Village Hall**

**Councillors present:** Cllr S Lewis (Chair of the Staffing Committee), Cllr N Roberts and Cllr H Wood.

In attendance: Mrs K Heald, Parish Clerk / RFO.

Due to the late attendance of Cllr H Wood and the non-attendance of other committee members the meeting did not commence until 4:35pm. Cllr S Lewis opened the meeting.

**1. Apologies for absence**

Apologies received from Cllr M Beadnall. Cllr C Wilton was absent from the meeting.

**2. Exclusion of public and press from the meeting**

There were no members of the public present. A motion was proposed by Cllr Roberts to resolve that ) that should any members of the public and press arrive, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) they should be asked to leave the meeting because of the confidential nature of the business to be transacted. The motion was seconded by Cllr Wood. **Resolved.**

**3. Minutes of the previous staffing committee meeting**

It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by Cllr Wood that subject to the removal of the word 'the' prior to Cllr Lewis that the minutes of the staffing committee meeting held on 11<sup>th</sup> February 2022 are a true and accurate record of the meeting. **Resolved.**

**4. Vacancy for the position of Parish Council Caretaker.**

To consider the recommendations from the interview panel for recruitment of the caretaker position.

Three interviews took place on Monday 21<sup>st</sup> February 2022. Cllr Wood was reviewed the interview assessment reports.

Cllr Lewis proposed the candidate with the highest assessment score is offered the position of Parish Council caretaker. Details of the recommended employment terms will be contained in a confidential report for the full Council. The proposal includes a recommendation to include the candidate with the second highest score on a reserve list as merit position 1 and the candidate with third highest score a reserve list, merit position 2. Should the caretaker position become available within one year, subject to satisfactory references, the candidate with the second highest

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Approved During the meeting held on 15<sup>th</sup> March 2022, Minute 152b

score will automatically be offered the position without the need to advertise. The motion was seconded by Cllr Roberts and supported by Cllr Wood. **Resolved.**

**5. Vacancy for the position of Admin Support Officer**

To consider the recommendations from the interview panel for recruitment of the admin support officer position.

Two interviews took place on Monday 21<sup>st</sup> February 2022. A third candidate was offered an interview but withdrew their application. Cllr Wood reviewed the interview assessment forms.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and agreed by Cllr Wood that the candidate with the highest score is offered the position of Admin Support Officer for a fixed term of one year. The other candidate's details will be included on a reserve list. Should the position become available within one year the position will be offered to the other candidate without the need to readvertise.

Recommended terms of employment are contained in a confidential report.

**Resolved.**

**6. To approve the holiday records for the current staff.**

The Clerk had submitted a report detailing the holiday records for the staff.

**Parish Clerk:** It was proposed by Cllr Roberts and seconded by Cllr Roberts carries over any unused leave to 202-23. **Resolved.**

**Street Cleaner:** It was proposed by Cllr Wood that, at the end of the financial year, the Council's part-time Street-cleaner is permitted to carry over unused leave for up to three months (i.e. up to the end of June 2022). The motion was seconded by Cllr Lewis. **Resolved.**

The meeting closed at 5:24pm