



# Millbrook Parish Council

## Millbrook Parish Council Minutes of Staffing Committee meeting held on Friday 11<sup>th</sup> August 2023 at 10:00am In the attic room of Millbrook Village Hall

**Councillors Present:** S. Lewis (Chair of the Staffing Committee), N. Roberts, H Wood and G Renshaw  
**In attendance (for agenda items 1 – 3):** K Heald, Parish Clerk

**1. Apologies for absence**

Cllr Wilton was absent.

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

No members of public present.

**3. To accept the interview panel's report and to ratify the appointment of their recommended candidate to the post of Assistant Caretaker.**

Cllr Lewis updated the Staffing Committee on the Interview panel's decision. Two candidates were interviewed. Details of the responses during the interview were given.

It was proposed by Cllr Lewis and seconded by Cllr Wood that the Staffing Committee accepts the recommendation from the interview panel and appoints James Sainsbury as Assistant Caretaker.

**Agreed unanimously.**

It was noted that James Sainsbury can commence working week commencing 21<sup>st</sup> August 2023 and has suggested he could on Tuesdays and Wednesdays.

10:07am The Clerk vacated the meeting

**4. To receive a formal complaint and to decide on the course of action under the Council's complaints and disciplinary policies.**

Karenza Heald  
Parish Clerk / RFO

Approved during the meeting held on 22<sup>nd</sup> August 2023, Minute 68.2