

MINUTES of the **STAFFING COMMITTEE MEETING** of the St. Ender Parish Council held on **Tuesday 9th June 2026** at Summercourt Memorial Hall at 7.30pm.

COMMITTEE MEMBERS PRESENT: Cllrs Cocks, Shaw, Cole, Farrell.

OTHER MEMBERS PRESENT: Cllrs Johns, Kessell & Hearl.

APOLOGIES: Cllr Wimberley,

26/S01 Election of Staffing Committee Chairman.

Proposal by Cllr Cole, Cllr Shaw is Staffing Committee Chairman for the forthcoming municipal year, seconded Cllr Farrell, no further nominations, unanimous.

It was **resolved** Cllr Shaw is Staffing Committee Chairman for the forthcoming municipal year.

26/S02 Declarations of Interest.

None.

26/S03 To approve Minutes of Staffing Committee 12th August 2025.

Proposal by Cllr Cole to approve minutes 12th August 2025, seconded Cllr Farrell, carried.

The above was duly **resolved** and minutes signed by the Chairman.

26/S04 Matters Arising.

None.

26/S05 Exclude members of the Press and Public from the meeting on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972- to resolve that due to the confidential nature of the business about to be transacted it is advisable that the press & public be excluded and are instructed to withdraw during the discussion of the following items.

No public present.

26/S06 To consider job applications for Parish Clerk/RFO and shortlist to invite to interview.

Job applications circulated, and scored to bring forward for interview.

Interviews agreed.

26/S07 To consider interview questions and interview structure, to resolve.

Interview Panel, Cllrs Shaw, Cole, Cocks & Farrell. Cllr Wimberley Meet & Greet.

Questions highlighted from sheet agreed, Clerk to email out to panel members.

26/S08 To consider any other matters relating to recruitment.

Summercourt Memorial Hall agreed as venue with Cllr Shaw providing refreshments.

26/S09 Other urgent staffing business

None

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There being no other business the meeting was closed at 9.15pm.

Signed : (Chairman) (dated)