STILTON PARISH COUNCIL

www.stiltonparishcouncil.gov.uk
Parish Clerk: Julianne Lawrence - clerk@stiltonparishcouncil.gov.uk
The Parish Room, Church Street, Stilton

To: Members of the Staffing Sub-committee of Stilton Parish Council

Sir/Madam
You are hereby summoned to attend the meeting of the **Staffing Sub-committee (SSC**) to be held at the Parish Room on **Friday 9 January 2026** at 10.30am.

Julianne Lawrence

Julianne Lawrence
Parish Clerk

6 January 2026

AGENDA

SSC01/01/26 APOLOGIES FOR ABSENCE
To receive and accept apologies for absence.

SSC02/01/26 DECLARATIONS OF INTEREST/DISPENSATIONS
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item. To consider and award any dispensation requests.

SSC03/01/26 MINUTES
To approve as a correct record the Minutes of the Staffing Sub-committee meeting held on Friday 5 December 2025 and be signed by the Chairman.

SSC04/01/26 STAFF – VACANT PAVILION ADMINISTRATOR POSITION
Discuss and confirm:

- Pavilion Administrator allocated hours and pay scale (SCP)
- Job description
- Person specification
- Date for job to be advertised and closing date
- Interview date, interviewers and location
- Suitability of job advert (plus where to be placed).

SSC05/01/26 APPRAISALS
Confirm plans for 2026 annual appraisals.