STILTON PARISH COUNCIL

Minutes of the Staffing Sub-committee meeting that took place on Friday 9 January 2026, held in the Parish Room, Stilton at 10.30am.

Present: Councillors Arscott (Chairman), Ayres, O Leonard and Murtagh

Clerk: Lawrence

Others: None

SSC01/01/26 APOLOGIES FOR ABSENCE
All members were present.

SSC02/01/26 DECLARATIONS OF INTEREST/DISPENSATIONS
No Declarations of Disclosable Pecuniary or Other Interests, as set out in Chapter 7 of the Localism Act 2011 were declared nor dispensations requested.

SSC03/01/26 MINUTES
The Minutes of the Staffing Sub-committee meeting held on Friday 5 December 2025 were confirmed a true record and signed by the Chairman.

SSC04/01/26 STAFF – VACANT PAVILION ADMINSTRATOR POSITION
Requirements for the vacant position were discussed.
Resolved
SSC04/01/26.1 12 hours were allocated on LC1 (above substantive), SCP 13-17
SSC04/01/26.2 Job description
SSC04/01/26.3 Person specification
SSC04/01/26.4 Position opens 14/01/26 and closes 04/02/26 at midday
SSC04/01/26.5 Interview dates of 6, 9 or 10 February 2026 with Cllrs Arscott, Ayres and the Clerk at the Pavilion or Parish Room (depending on times)
SSC04/01/26.6 Job adverts x 2 (full advert for SCAN, SPC website and hard copy newsletter with shorter advert for social media and notice boards). To be posted on Yaxley, Folksworth, Holme and Sawtry Facebook pages.

SSC05/01/26 APPRAISALS
Logistics of the annual appraisals were considered.
Resolved
Appraisals to be held in March with Cllr Ayres and the Clerk undertaking for staff and arranging the dates/location.

Meeting closed: 12:20