** This meeting was closed to members of the press and public **

STILTON PARISH COUNCIL

Minutes of the Staffing Sub-committee meeting that took place on Monday 7 September 2026 - held at the Parish Room, Stilton at 7pm.

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

Clerk: Lawrence

Others: None (closed meeting)

SSC01/09/26 APOLOGIES FOR ABSENCE
There were no apologies for absence (Cllr O Leonard was unable to attend but Cllr J Leonard substituted).

SSC02/09/26 DECLARATIONS OF INTEREST/DISPENSATIONS
No Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 were made nor dispensations applied for.

SSC03/09/26 MINUTES
The Minutes of the Staffing Sub Committee meeting held on Wednesday 15 July 2026 were confirmed a true record and signed by the Chairman.

SSC04/09/26 STAFFING REQUIREMENTS
Staffing cover following the resignation of the Pavilion Administrator was discussed (employment ended: 31/08/26). The staffing structure, to ensure a best fit for the Parish Council, village and current employee, requirements were also given thought. The effectiveness of Pavilion office working and working from home was considered alongside current staff budgets for FY26-27 re the financial ability to make any potential changes.

Resolved (to be reported to/authorised at the Parish Council meeting on 08/09/26)
SSC04/09/26.1 The Clerk to cover the Pavilion Administer role temporarily (Clerk rate of Pay for cover)
SSC04/09/26.2 A Deputy Clerk to be recruited (rather than Pavilion Administrator), with pay from SCP13 LC1 Above Substantive, 12 hours per week with a 3-month probationary period. Job description and person specification to be drawn up
SSC04/09/26.3 Both Clerk and Deputy Clerk to work from the Parish Room (12 hours per week).

Meeting ended: 20:08