

**MINUTES OF HR STAFFING COMMITTEE MEETING 27th JANUARY 2025 IN
RUNWELL VILLAGE HALL AT 7.15PM**

IN ATTENDANCE HR STAFFING COMMITTEE: Chair Cllr Clark; Cllrs Davis, Ellis, Hutson & Rogers.
Present & Non- voting: Cllr Gould. Clerk Mrs J Pharez; Assistant Clerk Miss J Norinkeviciute.

Cllr Davis left the meeting early.

Minute 203 Apologies: Cllrs Evans & Payne.

Minute 204 Declarations of Interest – None declared.

Minute 205 Village Hall - Notice of Resignation from the Cleaner/Caretaker

The committee noted the resignation of the current Caretaker/Cleaner wef 31st March 2025.

Minute 206 Cleaner/Caretaker Vacancy

- (i) Advert – The committee agreed the advertisement for the vacancy to be shared on Fb, posted to Website, local groups and noticeboards.
- (ii) Job Specification – The committee agreed the job specification, including pay, hours and locking requirements. The committee asked that a DBS check be a requirement of the role.
- (iii) Application Form – The committee agreed the application form; also, to show a DBS check will be required. Closing date for applications: 7th March 2025.

Minute 207 Hall Gardener

The Chair had spoken with the Park Groundsman and informed him it would now be a requirement of his existing contract to look after the Hall Garden.(NOT AT EXTRA COST TO THE COUNCIL) It was agreed the work could be done by him on a weekly/fortnightly basis on a Monday. Office staff to monitor and take note of the work completed.

Minute 208 Review list of Locums

The Committee noted there were only a couple of possible candidates to act as Locum should they be needed. The list is to be retained on file for reference. No formal approach is to be made at this point in time. The retiring Clerk confirmed she would be available to cover on an occasional basis if needed.

Minute 209 Questions/Other

- Cllr Rogers requested that further adverts be run to advertise the Councillor/s vacancy – this was agreed.

Meeting closed 8.20pm