

Minutes of the Staffing Committee meeting held on 22 July 2026

Present: Cllrs Brook, Brown, Baskeyfield, Pearson, Clerk and Countryside Officer

26/005: The Chair welcomed all to the meeting

26/006: No declarations of interest were received

26/007: No apologies for absence were received

26/008: Confidential Session: procedure and timescale for advertising and recruiting for the Countryside Officer post

Discussions were held around the best timescale possible for the process, it was felt that a recruitment period could take up to 3 months, and notice periods for applicants could vary. It was **RESOLVED** that Supplytrain were appointed to undertake the process as this would be more expedient given the Clerk's hours. They would send a vacancy form to be completed, meet to discuss the role, and advertise widely, sifting and setting up the interviews. This was at a cost of £250 for advertising and £750 upon successful appointment of an officer. It was noted by the Clerk that there was a refundable deposit on the apprenticeship due at the end of August of £898.80.

It was **RESOLVED**, using starting salary equivalents, to advertise a salary of £27,000 full-time (pro-rata part-time) with a maximum threshold of £33,000.

It was **RESOLVED** that should it be favourable and viable, that the post could be undertaken as a job-share.