



**Minutes of the Meeting of the Confidential Town Council Staffing Committee held at
10:00 on Thursday 20 March 2025 in the Office of Corfe Mullen Village Hall**

Present: **Councillors**
P Purvis (Chair)
S Jefferies
D Sowry-House

In attendance: Catherine Horsley (Town Clerk & RFO) – minute taker

SS 24/31 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Florek who was attending a meeting at Dorset Council in his role as Ward Councillor and Cllr P Holland due to personal circumstances.

SS 24/32 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

SS 24/33 Paper A - To Approve minutes of the Extra-ordinary meeting held on 12 December 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 12 December 2024 were **APPROVED**.

SS 24/34 Paper B – To Note Update on Recruitment of Project & Community Engagement Officer

The Clerk presented the report, highlighting the total number of applications received, those shortlisted for interview and summarised the candidate, whose interview took place on 18 March 2025. The next interview was due on 21 March 2025.

Members discussed the prospect of no suitable candidates for the role and the next steps, in terms of reviewing the job description and specification and going back out to advert to attract the right candidate.

The update was **NOTED**.

SS 24/35 Paper C – To Note Request for the Senior Administrators Extended leave

The Clerk presented the report, noting she had received a formal request from the Senior Administrator to take additional annual leave beyond the 10 days allowed in the employee handbook to accommodate a three-week holiday from 12 December 2025 to 5 January 2026 inclusive.

A handwritten signature in black ink, appearing to be 'Jm' or similar, located at the bottom right of the page.

The request to take extended leave from 12 December 2025 to 5 January 2026 inclusive was **NOTED**.

SS 24/36 Paper D – To Consider Request from Grounds Team Member

The Clerk presented the report, noting the request from the part time Assistant Grounds Person to increase his working hours from 3 days (22 hours) to 4 days (30 hours).

Members felt as the point in time, it was not necessary to permanently increase his working hours. However, the request could be accommodated on an ad-hoc basis to cover absence, increased workload or specific Council projects.

It was **RESOLVED** to recommend to Full Council for the Clerk to speak to the Assistant Grounds Person based on increasing working hours on an ad-hoc basis to cover absence, increased workload or specific Council projects.

SS 24/37 Verbal – To Note General Staffing Update

The Clerk felt the current staffing was in a positive place, with no issues or concerns to report.

The update was **NOTED**.

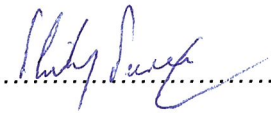
SS 24/38 Matters for Forthcoming Agendas No decisions can be taken¹

The Clerk noted, should the applicants interviewed for the role of Project & Community Engagement Officer be unsuccessful, the job description and specification to be reviewed at the next meeting in April 2025, ahead of readvertising the post

SS 24/39 To Agree a date and time for the next meeting

The members present noted their apologies for the next meeting scheduled on Thursday 10 April 2025. It was agreed to reschedule the meeting to Wednesday 9 April 2025 at 10:00 in the Office, Corfe Mullen Village Hall, Towers Way, Corfe Mullen. Cllr Jefferies would be an apology as she had a prior commitment.

SS 24/40 Meeting closed at 10:40.

Signed as a correct record of the meeting.......... Date.....17/4/2025.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)