

## KIRKBURTON PARISH COUNCIL

### STAFFING SUB-COMMITTEE

#### Minutes of the Meeting on 11 July 2024 held at Burton Village Hall.

Present: Cllr D Hardcastle in the Chair  
Cllrs, B Armer, P Brook, J Cowan and B Smith

#### **Min SSC8 Apologies and Declarations of Interest**

No apologies were received as all members were present.

No declarations of interest were made.

#### **Min SSC9 Public Participation**

No members addressed the Committee in advance of the meeting.

#### **Min SSC10 Admission of the Public**

**Resolved:** recommend hold in private session.

#### **Min SSC11 Vacancy for a Clerk/Responsible Financial Officer**

##### (a) Wording of advertisement.

Cllr Cowan presented the up to date, YLCA-authorized version of the employee specification, which would form the basis of the advertisement.

Cllr Armer advised that he would complete a template for the advertisement, based on the approved employee specification and would circulate it to members via email.

**Resolved:** All in agreement, subject to what Cllr Armer distributes to members.

##### (b) Salary Level

Members discussed the YLCA recommendation for the salary level.

**Resolved:** Base salary level will be SCP 15 which would be negotiable subject to candidates' qualifications and experience.

##### (c) Other Considerations

Consideration of any other aspects regarding the vacancy would be deferred to the next committee meeting.

The Chairman then closed the meeting at 10:00pm