

WANBOROUGH PARISH COUNCIL (WPC)



Minutes of a Meeting of
WPC Staffing Committee held at
Hoopers Field, Rotten Row, WANBOROUGH
on Monday 11th August 2025 at 6.30pm

Cllrs present: John Warr (Chair), Richard Bellamy, Kathy Glanville, Omar Mirza
In attendance: Sally Thurston (Interim Clerk)
Minute Ref: SC/11.8/25

1. Apologies

2. Declaration of interest

3. Minutes

It was PROPOSED, SECONDED and RESOLVED the minutes of the meeting held 14th July 2025 be signed as a correct record.

4. Parish Clerk

- a) An update was received. It was NOTED that the newly appointed parish clerk had decided that the role was not suited to his skillset and had resigned.
- b) It was PROPOSED, SECONDED and RESOLVED to recommend the following next steps and actions to Full Council:
 - a. To recruit for a new parish clerk in a short local and focused campaign:
 - i. Pay scale SCP 24–28
 - ii. Closing date 27/8/2025
 - iii. Advertise on Facebook, website, SLCC and County Associations with a maximum spend of £200
 - iv. Interviews to be conducted by the Staffing Committee and held as soon as practical
 - v. Call an extra Full Council meeting as soon as practical to appoint clerk if a suitable candidate is found.
 - b. If the short recruitment campaign is not successful use a recruitment agency that specialises in the sector
 - c. Hold bi-monthly staffing committee to support staff
 - d. Engage Sally Thurston on a contractor basis to:
 - i. Carry out 4 hours mentoring and support for council and assistant clerk
 - ii. Carry out the duties of the Proper and Responsible Financial Officer - approximately 12 hours per month
 - e. Purchase Scribe allotment software to assist the assistant clerk to carry out additional duties.

5. Next meeting date: 28/8/2025

Meeting closed: 19.14