

ROMANBY PARISH COUNCIL
Minutes of the Staffing Committee Meeting Held on
Tuesday 14 February 2025
At Romanby Parish Office

Present: Chair: Councillor S Bradnam
Councillors: K G Hardisty, D A Atkinson, N Jones,
A Everington
Clerk/RFO: A W Lambert

Min No.		Action
1. Introductions / Apologies	The Chair welcomed everyone to the meeting. Apologies had been received from Councillors K G Hardisty and J Davies.	
2. Terms of Reference	The terms of reference for the Staffing Committee had been shared. <i>Resolved: That the Staffing Committee Terms of Reference be agreed.</i>	
3. Open Spaces Supervisor	Consideration was given to combining the roles of Caretaker and Gatekeeper to make a new post. A new role of Open Spaces Supervisor would incorporate the litter-picking role. This role would work for eight hours per week to cover all the open spaces. <i>Resolved: To recommend to full Council the above restructure.</i>	
4. Administrative Assistant	The duties and responsibilities of the Clerk / RFO were shared. The Committee discussed the roles which could feasibly move to an administrative assistant. It was suggested that this role would be six hours per week. <i>Resolved: To recommend to full Council that the role of administrative assistant be put in place as soon as possible. The Clerk to draw up a draft advert.</i>	Clerk
5. Date of the Next Meeting	<u>To Confirm the Date, Time and Location of the Next Meeting</u> Friday 14 March 2025 commencing at 9.30 am	ALL

March 2025