



Stratfield Mortimer Parish Council

Minutes of the Personnel Sub-Committee held at 11 St Mary's Rd on Thursday 2nd May 2024 at 8pm

Present

Cllr D Morsley (Chairman), Cllr A Marsden, Cllr H Geary.

Part I

23/0017 To receive any apologies for absence

Apologies were received from Cllr G Bridgman

23/0028 To receive any declarations of interest

To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government legislation.

None.

23/0039 Minutes and Notes of Previous Meetings

- a. The notes of the informal meeting of 15 Apr 2024 were received

23/00410 Items for Consideration and Resolution

1. Custodian Vacancy

To consider and agree the job description and advert and resolve the process and timescales for the recruitment of a Village Custodian.

- A draft job ad produced by Cllr Marsden was discussed, amended and agreed.
- It was agreed the process would be to ask applicants to contact the Clerk with their details and arrange an informal chat. The Clerk would manage the selection process; members of the Personnel sub-committee are available to help if required.
- The ad will be published 7th May and the closing date will be 21st May. Quotes from one or more contractor should be sought at the same time.
- The vacancy will be advertised in the first instance on SMPC website, SMPC FB, other local community FB groups, village noticeboards including those in Beech Hill, Burghfield, MWE, Grazeley, Wokefield and other nearby villages.
- Members of the Personnel sub-committee will try to keep the FB ads alive by adding comments on a regular basis.

23/00511 Future Agenda Items

To identify future agenda items.

None