



WOMBOURNE PARISH COUNCIL

Minutes of the STAFFING COMMITTEE MEETING

held on **Monday 15th April 2025** at 11am

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA

Present – Committee Members-

Councillors: Mike Davies, Ian Sadler, Mary Roberts (Chairman)

Clerk – Rachael Wright

11/25 – Apologies

Apologies were received from Councillor Jan Evans.

12/25 – Declarations of Interest

None

13/25 – Minutes of the Last Meeting

Members approved the minutes from the meeting on 7th April 2025.

14/25 – Matters Arising

None

15/25 – Exclusion of the Public and Press

Members resolved that under Section 100 (A) (4) of the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information.

16/25 – Review and Approval of Replacement Proposal

Following the resolutions given at the Full Council Meeting on Monday 14th April, members agreed to the appointment of three members of staff in replacement of the Full Time Superintendent as follows:

- a) Site Manager for average of 38 hours per week at £17 per hour
- b) Deputy Site Manager for average of 21.5 hours per week at £15.25 per hour
- c) Site Assistant for average of 15 hours per week at £12.31 per hour

It was noted this split of staff would provide cover across the current opening hours of the Civic Centre, including weekend functions.

17/25 – Shortlisting

Members agreed the Clerk could complete the first round of shortlisting for all vacancies and email the Committee so they can agree who to interview.

18/25 – Interview Questions / Procedure

Members agreed to review and confirm agreement / any amendments via email.

19/25 – Appointment of Successful Candidates

Members agreed to meet on Thursday 5th June 2025 to agree successful candidates.

20/25 – Date of Next Meeting

Members agreed to meet on Thursday 5th June 2025, time to be agreed.

The meeting closed at 11.50am.

Signed:

Dated: