

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA

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Draft Minutes of the Staffing Committee Meeting held on Thursday 27th August 2026 at 7.30pm in the Wharfe Room at the Village Hall, Boston Spa.

Present: Cllr A Watts, G Bowen, D Taylor.

Apologies: Cllr S Courts

In Attendance: Deborah Marshall (Clerk)

Guests: None

DRAFT MINUTES

001/26	To elect a Chairman of the Staffing Committee for the 2026-27 municipal year	
	Cllr Bowen proposed Cllr Taylor, seconded by Cllr Watts.	
	Resolved: That Cllr Taylor be elected Chairman of the Staffing Committee.	
002/26	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting	
	None	
003/26	To consider the following policies for adoption	
	i)	Recruitment and Selection Policy
	ii)	Sickness Absence Policy
	iii)	Disciplinary Policy
	iv)	Grievance Policy
	The policies were circulated prior to the meeting.	
	Resolved: That the above policies be adopted.	
004/26	Public Open Spaces Manager	
	i)	To consider the job description and person specification
		The job description and person specification was circulated prior to the meeting.
		Resolved: That the job description and person specification be approved.
	ii)	To consider the application form
		The YLCA standard format application form was circulated prior to the meeting.
		Resolved: That the application form be approved.
	iii)	To agree methods of job advertisement
		Resolved: It was agreed that the job description and application form be hosted on the Parish Council website. Cllr Watts said she would produce a job advert for display around Boston Spa and local villages. The following channels were approved for promotion: PC e-newsletter, PC and local social media, Job Centre website, Indeed.co.uk.
	iv)	To set a deadline for the receipt of applications
		Resolved: That the deadline for receipt of applications be Friday 30 th October at 5pm.
	v)	To confirm a date for the shortlisting of applicants for interview
		Resolved: That the shortlisting of applicants will take place on Tuesday 3 rd November at 10am.
	vi)	To consider the shortlisting scoring matrix
		The matrix was circulated prior to the meeting. It was proposed that elements of the job description be included on the matrix.
		Resolved: The Clerk to update the matrix with information from the job description.

	vii)	To confirm the interview panel members
		Resolved: That Cllrs Taylor, Watts and Bowen be on the interview panel.
	viii)	To agree dates for interviews
		Resolved: That interviews be held on Tuesday 10 th and Wednesday 11 th November daytimes.
Closure		The Chairman declared the meeting closed at 20:35.