Stockton Heath Parish Council

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Minutes of a meeting of the Employment Committee held on Tuesday 11th November 2025, commencing at 6:30pm at Stockton Heath Library.

Present: Cllrs. Harris, Todd, Diane Taylor, Wheeler.

1. Resignation of current Clerk
   The current Clerk leave the Parish Council under the terms of her probationary period on the 14th November 2025

2. Role of Assistant Clerk

   The Assistant clerk will continue in role for the time being - temporary roles and responsibilities will be outlined to the Assistant Clerk by 20/11/25.
3. Locum Clerk to cover Finance and support hours

   Previous Clerk to be approached to take on a role with regards budget, finances and precept. This will be a back-office role (working from home) for an agreed number of hours a week, time limited (suggested end January 2026).

4. Recruitment for New Clerk

   The Employment Committee will meet 12/11/25 to revise the Clerk's job description and banding/salary with a view to advertising the post as soon as possible with hopefully successful recruitment to follow.