

Dinnington St John's Town Council

Informal notes of a meeting of the Staffing and Complaints Committee on Monday 13th October 2025 at 09:00 held in Committee Room, Council Office, Laughton Road, Dinnington

Present: Cllr. N. Ruff
Cllr. D. Smith

Also present: Anne Wilson, Locum Town Clerk on speaker phone remotely

S57/25 Public Questions

There were no questions as there were no public present.

S58/25 Apologies for Absence

RESOLVED to receive and consider any reasons for absence:

- Cllr. J. Hall – work commitment
- Cllr. J. Hart – health reasons
- Cllr. D. Scott – personal reasons

S59/25 Minutes

RESOLVED to approve the minutes from the Staffing and Complaints Committee meeting held on Tuesday 2nd September 2025.

S61/25 Exclusion of Public and Press

RESOLVED there are no agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)).

S62/25 Staffing Matters

RESOLVED that the Committee agreed the Job Specification, Job Description, advert and application form and asked the Locum Town Clerk to move forward with the advertising of the role.

RESOLVED that the closing date and interview process be as follows:

- Closing Date: Friday 14th November 2025
- Shortlisting: Monday 17th November 2025
- Interviews: Monday 24th November 2025

S56/25 To discuss and note any items for inclusion on the next agenda

RESOLVED to note that there were no items currently as it would depend on the staffing matters at the time.

Signed



Date

10/11/25

Chairman