

SOUTH KYME PARISH COUNCIL
MINUTES OF A MEETING OF THE STAFFING COMMITTEE
Held on 20th January 2026

Present: Cllr T Kerr (Chair)
Cllrs S Glossop C Midgley

Absent: None

In attendance: Mr A Chapman (Acting Clerk)

Also present: 0 members of the public

The Chair welcomed all present to the meeting. He stated that due to the confidential nature of the meeting to discuss the candidates who had applied for the role of Clerk/RFO to the Parish Council, that members of the public had been excluded from attending the meeting.

The meeting commenced at 7.30 p.m.

1. **Apologies For Absence.**

There were no apologies

2. **To Receive Declarations Of Interest Under The Localism Act 2011.**

There were no declarations of interest.

3. **To Discuss And Agree The Process For Interviewing Candidates For The Clerk/RFO Role.**

The Clerk submitted literature from the LALC portal that would be helpful in the interview process; this included a register of interviewees and scoring matrixes.

The committee discussed and agreed the process that they would take to identify an appropriate applicant. It was agreed that interviews would be held on Monday 2nd February 2026, commencing at 5:30 pm. The Clerk was to make the necessary arrangements and to book the Coronation Hall for the interviews.

4. **To Discuss The Individual Candidates Applications And To Agree Offers Of Interview.**

The committee discussed in detail the merits of each of the four applicants.

It was agreed that one of the applicants was not as competitive as the other three and would therefore not be offered an interview.

The remaining three applicants were all suitably experienced and qualified for the role. It was agreed that all three candidates should be offered an interview.

It was agreed that the Clerk would write to all applicants either inviting them for interview or thanking them for their application.

The meeting closed at 8.45 pm.

Date 10/02/26

Chair of SKPC Staffing Committee