



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

**Shavington-cum-Gresty Council**  
**Staffing Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

## Minutes of the Staffing Committee held on Wednesday 15 October 2025 at 7.30pm

In attendance: Cllrs Cruickshank, Buchanan and S Jones  
Also in attendance: H Marshall (Parish Clerk)

<b>ScG/S2/01</b>	To receive and consider apologies for absence  Apologies were received from Cllr B Gibbs & K Gibbs
<b>ScG/S2/02</b>	To note declarations of Members' interests  No declarations of interest were made.
<b>ScG/S2/03</b>	To confirm and sign the minutes of the Staffing Committee Meeting held on 5 August 2025 ( <b>attached</b> )  <b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 5 August were approved and signed as an accurate record.
<b>ScG/S2/04</b>	To receive and consider the YTD financial position of the Staffing Committee ( <b>attached</b> )  Members <b>NOTED</b> the report
<b>ScG/S2/05</b>	To review and consider an amendment to the Staffing TOR ( <b>attached</b> )  Members <b>RECOMMEND</b> to Full Council an adjustment to the Staffing TOR to Full Council, to update the recruitment process.
<b>ScG/S2/06</b>	To consider a proposal for an adjustment to the Communication Officer job description to include events support ( <b>attached</b> )

	Members <b>RECOMMEND</b> an adjustment to the job description to Full Council.
<b>ScG/S2/07</b>	To consider a proposed recruitment process and advert for the Communication and Events Officer role ( <b>attached</b> )  Members <b>RECOMMEND</b> the proposed process and advert to Full Council.
<b>ScG/S2/08</b>	To consider and inform the budget setting process for 2026/27 financial year.  Members <b>RECOMMEND</b> the proposed budget for Staffing Committee to Full Council, with an amendment of retaining the Members training budget at £400.
<b>ScG/S2/09</b>	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 10 and 11 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.  <b>RESOLVED:</b> To exclude the press and public from items 10 and 11.
<b>ScG/S2/10</b>	To receive and consider staffing matter.  Members <b>RECOMMEND</b> to Full Council that the Clerk's pay is updated to SCP 35, backdated to 3 September on completion of CiLCA, under the condition that this is within the 18 month timescale.
<b>ScG/S2/11</b>	To receive and consider staffing matter  Members <b>RECOMMEND</b> to Full Council an update to the Community Managers contracted hours to 20 hours per week, temporarily from 1 November – 31 April 2026, to be reviewed at that point.
<b>ScG/S2/12</b>	To note the date of the next Staffing Committee meeting – <b>14 January 2026, 7:30pm</b>  Members <b>NOTED</b> the date of the next meeting.

Meeting closed: 2022

Chair: Cllr Cruickshank  
Clerk H Marshall