

ROWDE PARISH COUNCIL
STAFFING COMMITTEE

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Chair: Lisa Wills (Locum) Parish Clerk: Tekla Hicks

Minutes of the general Rowde Parish Council (RPC) meeting held on Wednesday 22nd April 2026,
at Rowde Village Hall, Cock Road, Rowde, SN10 2PS at 8.00pm.

Present: L. Wills (Chair), J. Wills (Vice-Chair), T. Lines, S. Rigby.

Public Questions: None

25-26/1 Apologies - No apologies were received.

25-26/2 Declarations of Interest - No declarations were made.

25-26/3 Members of the Public - No members of the public were present.

25-26/4 Recruitment Process Update

Cllr. L. Wills provided a brief update on the recruitment process. A discussion took place highlighting the importance of continuity and stability for the council moving forward. It was agreed that retaining a locum clerk is not a viable long-term solution.

25-26/4.1 Applications Received

No further applications have been received. One application had previously been submitted by the locum clerk.

Following a previous statement by a councillor suggesting multiple applications had been received without response, Cllr. L. Wills offered for an independent person to review her email records to confirm this was not the case. It was agreed that this was unnecessary.

25-26/4.2 Candidate Review and Recommendation

The council agreed to review an appraisal report from another of the applicant's parish councils as evidence of suitability to the role.

The committee reviewed the NALC contract and agreed they would be satisfied to use this model.

Cllr. L. Wills also raised the role of parish councillors as employers and will seek guidance from WALC regarding any additional policies that may be required.

Recommendation

It was UNANIMOUSLY RESOLVED to recommend to full council that the current locum clerk be offered the permanent role, subject to a successful three-month probationary period.

There being no further notice, the meeting was closed.