

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH

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Minutes of the Extraordinary Meeting of Hilton Parish Council **held at Hilton Village Hall at 7:30pm,** **Wednesday 14 August 2024**

Present

Councillors M Coney (Chair), C Cuddington, G Andrew, S Stanton, C Nield, J McCreadie, R Gaskin, A Lovett

332/24 Apologies for absence

Apologies for absence were received from Cllr H Marchis, District Cllrs J Davies and S Meghani, County Cllr J Patten

333/24 Variation of the Order of Business

There was no variation to the order of business.

334/24 Declarations of Members' Interest

There were no declarations of Members' interest

335/24 Public Speaking

No members of the public were present.

336/24 Purchase of Additional Pitch Line Painting machine

A request had been made for the junior football pitch to be marked for both 7 and 9 a-side games. To achieve this, it would be necessary to paint the 7-a-side pitch in blue paint to distinguish it from the white lines for the 9-a-side pitch.

Following discussion, it was RESOLVED that a Ki2 model line painter should be purchased at a cost of £297.00. In addition, 3 buckets of blue paint would be ordered at a cost of £198.00. This would amount to a total cost of £495.00

Proposed by: Cllr Coney Seconded by: Cllr Gaskin

Action: Cllr Andrew to place the order for this equipment.

337/24 Resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the public

RESOLVED that at this stage, members of the public should be excluded from the meeting in order that discussion could take place on the recruitment of grounds

staff following the resignation of a member of staff and also on future organisation requirements.

Proposed by Cllr Coney Seconded by Cllr Andrew

338/24 Recruitment of Grounds Staff and organisation next steps

A member of the grounds staff had unfortunately resigned from his post with the Parish Council. This presented opportunities to review the structure for grounds maintenance in order to respond to changing requirements and initiatives, such as improvements to football pitches, footpath maintenance, etc.

Cllrs Andrew, Nield and Stanton had met to review job descriptions and they presented draft revised job descriptions and an organisational chart for three posts, including a Grounds Team Leader, Groundsperson and Lengthsperson.

Following discussion, it was RESOLVED that in the first instance an advertisement should be placed for the Team Leader role and also that an agency Lengthsperson should be recruited for a three month period to replace the member of staff who had resigned, pending an appointment on a permanent basis.

Proposed by: Cllr Coney Seconded by: Cllr Andrew

Actions:

- Cllr Andrew to revise the job description for the Team Leader in the light of comments received.
- Cllr Gaskin to draft the job advertisement for the Team Leader post
- Cllr Andrew to obtain costs for the recruitment of a Lengthsperson on an agency basis for a three month period and also to investigate the availability of appropriate temporary staff, for confirmation at the next Parish Council meeting.
- Cllrs Andrew and Nield to discuss the revised job descriptions and organisational chart with Grounds Staff.
- Cllr Coney to add 'Recruitment of Office Manager' to the next agenda

339/2024 Date of next meeting

Parish Council Meeting to be held at **7.00pm** on **Wednesday 28 August 2024** at Hilton Village Hall.

The meeting was closed @ 9.15 pm

Signed _____ Chairman / Vice Chairman

Notes taken by Cllr J McCreadie