

**MINUTES OF THE STAFFING COMMITTEE MEETING  
HELD BY ZOOM ON  
26<sup>th</sup> April 2021 at 1pm.**

Present: Cllr R Nunn, D Gair, S Hill, T Hirons & D Jones.

Also, in attendance – Mrs Carol Mobbs – Acting Town Clerk.

**1. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr J Ackerley & G Robinson and they were accepted.

Cllr M Sarfas had sent in an apology to cover all meetings until after the elections on 6<sup>th</sup> May 2021 and the Town Council has not accepted his apologies.

**2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS.**

None received.

**3. CONFIDENTIAL.**

- i. **If members consider the following business to be of a confidential nature, the below resolution should be made:**
- ii. **“because the business to be discussed is of a confidential nature, the public and press will be excluded from the remainder of the meeting.”**
- iii. **Members resolve to go into private session.**

**4. CHAIRMAN’S REPORT.**

- a. Cleaner.

The Acting Town Clerk can confirm that the cleaner who covers Monday to Wednesday handed in her notice.

**5. SCHEDULE OF WORK FOR GROUND STAFF.**

Members noted the reports and thanks were given to the Acting Town Clerk and the Town councillor involved for the completion of the schedules.

- a. Update from Open Spaces.

The Open Spaces chairman gave an update.

- b. Update on rotas.

The chairman of Open Spaces advised members that an extraordinary Open Spaces committee meeting was required and agreed a meeting was to be arranged to complete the hours against the maintenance schedules to allow the Staffing Committee to justify the staffing levels required.

- c. Health and safety implications (SH).

- d. Implications of outsourcing (SH).

It was agreed that due to some items on the maintenance routines being outsourced the Health & Safety issues that had been raised have now been removed and there are no real concerns over the remaining duties.

- e. Maintenance Supervisor.

It was **RECOMMENDED** with a few amendments to accept the revised contract.

**6. RESUMING FACE TO FACE MEETINGS.**

The Acting Town Clerk confirms that all relevant guidelines are being adhered to and all PPE has been provided to allow employees to safely work in the Town Council offices. Members were happy with all the guidelines and rules that were put in place.

**7. ACTING CLERK MENTORING PROCESS.**

a. The Acting Town clerk confirmed that the mentoring is still delivering important and useful assistance on a weekly basis.

b. CiLCA course.

The Acting Town Clerk can confirm she has placed an expression of interest in the LRALC CILCA course.

**8. THE ACTING TOWN CLERK TO LEAVE THE MEETING.**

i. In accordance with Standing order 27, a resolution is to be proposed to require the acting Clerk to leave the meeting.

**9. RESULT OF INTERVIEWS FOR THE ROLE OF CLERK AND RESPONSIBLE FINANCIAL OFFICER.**

a. Proposal regarding the recruitment of Clerk.

Please refer to the Confidential Minutes. (Appendix B)

b. Proposal regarding a decision on office structure. (Appendix B)

Please refer to the Confidential Minutes.

**10. DATE OF NEXT MEETING.**

The date of the next Staffing Committee meeting is Monday 21<sup>st</sup> May 2021 at 1pm.

The meeting closed at 13 36 pm.

SIGNED..... DATED.....