



MINUTES OF THE STAFFING COMMITTEE MEETING

Held on 14th October 2024 at 6.00pm

PRESENT:

Cllr Stephen Remington (SR) Deputy Mayor
Cllr Jon Holmes (JH)
Cllr James Lundy (JL)
Cllr Simon Barker (SB)

APOLOGIES:

Cllr Tony Smith (TS) Mayor

IN ATTENDANCE:

Lynda Powell - Town Clerk (TC)
Fiona Wilkes-Jones – Responsible Financial Officer (RFO)

| | | ACTIONS |
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| | Welcome The Deputy Mayor welcomed everyone to the meeting. | |
| STF 24/25 (27) | To Receive and Consider Apologies Apologies were received and accepted from Cllr Tony Smith who was away on business Proposed, Cllr Barker, Seconded Cllr Holmes. All in favour | |
| STF 24/25 (28) | To Receive Declarations of Interest No declarations were made. | |
| STF 24/25 (29) | To Resolve to Approve the Minutes of the Previous Meeting of the Staffing Committee held on 22 May 2024. There were insufficient Councillors present to approve the minutes. It was agreed to include the minutes of the meeting held on the 22 May 2024 at the next meeting of the Full Council. | TC |
| STF 24/25 (30) | Exclusion of members of the press and public It was RESOLVED that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting due to the confidential nature of the reports. Proposed Cllr Remington, Seconded Cllr Barker. All in favour. | |

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| <p>STF 24/25 (30.1)</p> | <p>To review and make a recommendation to the Finance and Strategy Committee regarding the staffing budget for 2025/26.</p> <p>The RFO explained that all posts had been through job evaluation and all staff were now on the National Association of Local Councils pay scales.</p> <p>Councillors discussed contingencies for cleaning and finance, additional staff hours for the library, provision for supporting the maintenance of open spaces and content and communications. Councillors discussed increasing employer contributions to pensions. The anticipated increase in employers' national insurance contributions was noted; this may require a further adjustment to the proposed budget.</p> <p>It was RESOLVED to recommend to the Finance and Strategy Committee the staffing budget for 2025/26 with no increase to the employer pension contribution.</p> <p>Proposed Cllr Remington, Seconded Cllr Barker. All in favour.</p> | <p>RFO</p> |
| <p>STF 24/25 (30.2)</p> | <p>It was RESOLVED to recommend to Full Council that:</p> <ul style="list-style-type: none"> a) The Council Offices and Community Hub close for Christmas from Tuesday 24th December and reopen on Thursday 2nd January. b) That the Deputy Clerk and Cleaning and Maintenance Supervisor agree opening times of the public conveniences over Christmas and New Year so that the cleaning team can also enjoy a Christmas break. <p>Proposed Cllr Remington, Seconded Cllr Holmes. All in favour.</p> | <p>TC</p> |
| | <p>Date of next meeting: To be agreed.</p> | |

The Meeting closed at 6.50 pm

Signed

Date.....