

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 21ST OCTOBER 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30 AM

Present: Cllrs K Brennan (Chair), P Aldridge, and S Raywood
D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr Davis (business). Cllr Powell was absent.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 27th September 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 27th September. Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- 5) **To discuss matters rising from the last meeting – for information only**
 - Programme of work – Cllr Brennan to circulate
 - Civic Service – Tewkesbury Abbey booked for 13th September 2020 at 3pm. **Action: Town Clerk to confirm costs with the Abbey.**
- 6) **To agree members/offices to review the Training Policy**
Cllr Brennan to review with the Town Clerk.
- 7) **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items**
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 8) **To discuss and agree a draft committee budget for 2020/21 and to consider the budget requirements for 2021/22 and 2022/23**
The draft committee budget was discussed and agreed.
- 9) **Staffing Matters**
 1. **Administration Assistant:** It was RESOLVED to recommend to the Finance Committee to recruit an Administration Assistant for 20 hours per week, on a fixed term contract until 31st March 2021 at SCP5-7. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
 2. **Public Toilet Cleaner:** It was RESOLVED to authorise the Town Clerk to appoint an Occupation Health Advisor. Proposed by Cllr Brennan, seconded by Cllr Aldridge.

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10) To review the Facilities Management contract

It was RESOLVED to recommend to the Finance Committee to extend the current Facilities Management contract with GAB Services to 60 hours per week for 50 weeks per year, commencing from 1st December 2019 until 31st March 2021. Proposed by Cllr S Raywood, seconded by Cllr Aldridge.

There being no further business the meeting closed at 6.00 pm.

Signature of Chairman upon approval of Minutes 2nd December 2019