

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 29<sup>TH</sup> JANUARY 2020 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 5.00 PM

**Present:** Cllrs K Brennan (Chair), H Davis, and S Raywood  
D Hill (Town Clerk)

- 1) **To receive apologies**  
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 2<sup>nd</sup> December 2019**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2019. Proposed by Cllr Aldridge, seconded by Cllr Davis.
- 5) **To discuss matters rising from the last meeting – for information only**
  - Programme of work – Cllr Brennan to circulate, carried forward.
  - Civic Service – Tewkesbury Abbey booked for 13<sup>th</sup> September 2020 at 3pm – costs now received and passed to Finance Committee.
  - Training Policy review – carried forward.
- 6) **Correspondence**  
A letter has been received from The Pensions Regulator about re-enrolment and re-declaration. The Town Council's re-declaration deadline is 31<sup>st</sup> March 2020.
- 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 Raywood, seconded by Cllr Aldridge.
- 8) **Staffing Matters**
  1. **Redundancy update:** It was noted that the period of time in which an appeal could be made had now passed. The Town Clerk confirmed that the leaving date for the Public Conveniences Coin Collector is 19<sup>th</sup> March 2020 and for the Public Conveniences Cleaner is 9<sup>th</sup> April 2020.
  2. **Salary Increases:** It was RESOLVED to award the Public Conveniences Toilet Cleaner a pay increase to the foundation living wage of £9.30 per hour with effect from 1<sup>st</sup> April 2020. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

**TEWKESBURY TOWN COUNCIL**

- 3. Office Opening Hours:** The committee reviewed the current staffing cover and office opening hours of Monday to Thursday 9.30am until 3pm. They noted that the busiest time in the office was over lunchtime at that current arrangements cover this period. The current opening hours will remain in place.
- 4. Town Clerk:** The Town Clerk will be on sick leave from Wednesday 5<sup>th</sup> February and the Assistant Town Clerk will provide cover in her absence. The Town Clerk informed the committee that she was considering standing as a candidate in the forthcoming local election in Gloucester. It was noted that there would be no conflict of interest if the Town Clerk wished to pursue this opportunity.

There being no further business the meeting closed at 5.50 pm.

Signature of Chairman upon approval of Minutes ..... 2<sup>nd</sup> March 2020