

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
TUESDAY 26TH JANUARY 2021**

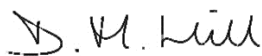
To: Members of Staffing Committee: Councillors J Raywood, (Chair), K Brennan, H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Tuesday 26th January 2021 commencing at 4.00pm**

Members of the public and press are welcome to attend.

Zoom meeting id: 995 6008 5719

Zoom meeting password: 650265



Debbie Hill
Town Clerk
21st January 2021

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Staffing Committee meeting held on 1st December 2020
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2
7. Matters arising from the minutes – for information only
8. Staffing Matters

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
TUESDAY 1ST DECEMBER 2020 VIA ZOOM AT 4.00 PM

Present: Cllrs J Raywood (Chair), K Brennan, S Raywood, D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr Davis. 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 10th November 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 10th November 2020. Proposed by Cllr Brennan, seconded by Cllr S Raywood.
- 5) **Public participation**
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**
Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- 7) **Matters arising from the last meeting – for information only**
Details of furlough rebates received to date were shared with the Committee.
- 8) **Staffing Matters**
 - i. **Mobile Phones** – The purchase of mobile phones was discussed. It was pointed out that following the installation of a landline at the Watson Hall, the Events Officer may not now require a mobile phone. **Action:** Town Clerk to speak to the Events Officer about the requirement for a mobile phone.
 - ii. **Finance Assistant** – Town Clerk to discuss options regarding sickness and furlough with the Council's HR Adviser.
 - iii. **Furlough** – Bar staff to be brought off furlough once bar in Watson Hall re-opens.
 - iv. **Town Clerk** – The Town Clerk's recovery from her injury was continuing well.
 - v. **Annual Leave** – The remaining annual leave for staff was discussed. Staff are aware of the requirement to use their annual leave before 31st March 2021 and that up to one week (pro-rata) may be carried forward to the next year.
 - vi. **Town Crier** – The current situation for the Town Crier was discussed and it was suggested that the portable PA system in the Town Hall could be made available for the

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- Town Crier to use outside the Town Hall. **Action:** Town Clerk to discuss with the Town Crier.
- vii. **Staffing Budget** - It was noted that some entries were to be journaled for the Watson Hall bar staff that had posted incorrectly to the Staffing Budget.
 - viii. **Union Membership** – The Committee were not aware of whether staff were members of a Union.
 - ix. **LGPS Annual Report** – It was noted that this had been received.
 - x. **LGPS Invoice** – It was noted that this invoice in respect of a redundancy situation would require payment from the 2020/21 budget.

There being no further business the meeting closed at 5.07pm.

Signature of Chairman upon approval of Minutes 26th January 2021

DRAFT