

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
TUESDAY 26TH JANUARY 2021 VIA ZOOM AT 4.00 PM**

Present: Cllrs J Raywood (Chair), K Brennan, H Davis, 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 1st December 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 1st December 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**
Purchase of mobile telephone – carry forward due to lockdown
Town Crier using mobile PA system – the Town Clerk reported that the Town Crier was not keen on this option, but not currently an issue due to lockdown.
- 8) **Staffing Matters**
 - i. **Administration Assistant** – It was RESOLVED to make the employment contract for the Administration Assistant permanent from 1st April 2021. Proposed by Cllr Brennan, seconded by Cllr Davis.
 - ii. **Finance Assistance** – It was RESOLVED to engage the services of Plain English Accounting for around two days per month for the next three months, once the Town Clerk is satisfied the financial work is up to date and in line with business needs. Proposed by Cllr Davis, seconded by Cllr Brennan.
 - iii. **Administration Assistant additional responsibilities** – It was noted that the Administration Assistant is now responsible for the sales invoicing work due to the fit with the bookings system. It was RESOLVED to award the Administration Assistant a salary increase to SCP9. Proposed by Cllr Davis, seconded by Cllr S Raywood. **Action:** It

TEWKESBURY TOWN COUNCIL

was noted that the Town Clerk will need to undertake a performance review with the Administration Assistant.

- iv. **Events Officer Furlough** – Due to the continued lockdown, the Events Officer will remain on part time furlough for February 2021.
- v. **Annual Leave** – It was noted that the Administration Assistant and Town Clerk both have annual leave to take before 31st March 2021. **Action:** An updated annual leave chart to be distributed to the Committee members.
- vi. **Bar Staff** – Due to the ongoing lockdown all bar staff remain on furlough.
- vii. **GAB Services** – The committee wished to pass on their best wishes to a member of the team who had recently been unwell with COVID. **Action: Contract date to be checked.**
- viii. **Payments List** – It was RESOLVED to approve a payment of £21,186.57 to Gloucestershire County Council. **Action: Town Clerk to provide an update on any remaining payments required in respect of redundancies.**

There being no further business the meeting closed at 5.13pm.

Signature of Chairman upon approval of Minutes