

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON TUESDAY 10TH NOVEMBER 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 13th October 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 13th October 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**
None
- 8) **Staffing Matters**
 - i. **Finance Assistant** – It was noted that the Finance Assistant had returned to work on 19th October, working safely from the Mayor’s Parlour. It was noted that for health reasons the Finance Assistant had been furloughed for the second lockdown period from 9th November 2020 in line with the government’s Coronavirus Job Retention Scheme. The Town Clerk has arranged for interim staff cover during this period for one day per week to ensure the bank reconciliation to 31st October 2020 is completed and then to provide data entry training on Purchase Invoices and Sales Invoices for the Administration Assistant.
 - ii. **Bar Staff** – It was noted that all bar staff had been furloughed from 5th November 2020.
 - iii. **Town Clerk** – The Town Clerk had returned to work on a phased basis on 21st October 2020.
 - iv. **TOIL for the Assistant Town Clerk** – It was noted that the Assistant Town Clerk will be taking TOIL on 25th November & 17th November am.

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- v. **Holiday Calendar Update** – The Calendar for November has been updated and will be circulated. So far only the Events Office has requested annual leave over the Christmas period and this has been granted.
- vi. **Christmas opening / working times** - The office will close at lunch time on 24th December and will re-open on Tuesday 29th December.
- vii. **Purchase of Mobile Phones** – Due to the limited mobility of the Town Clerk , the Administration Assistant will be asked to look into the options.
- viii. **Lone Working Policy** – Members and Officers have been reminded of the Lone Working Policy.
- ix. **Informal Complaint** – The Town Clerk provided an update on an informal complaint that had been received and actioned.

There being no further business the meeting closed at 4.50pm.

Next meeting: Tuesday 1st December at 4.00pm.

Signature of Chairman upon approval of Minutes 1st December 2020