

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON FRIDAY 26<sup>TH</sup> FEBRUARY 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 26<sup>th</sup> January 2021**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26<sup>TH</sup> January 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 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 Davis.
- 7) **Matters arising from the last meeting – for information only**  
Purchase of mobile telephone – carry forward due to lockdown. Cllr J Raywood to have a conversation with the Events Officer about her need for a mobile phone.  
The pension payment made recently was in respect of one former member of staff.
- 8) **Staffing Matters**
  - i. **Administration Assistant** – Appraisal due for Administration Assistant by 31st March 2021.
  - ii. **Finance Assistance** – The Town Clerk confirmed that work to bring the system up to date was complete except for one matter relating to holding deposits and this will be dealt with on 9<sup>th</sup> March.
  - iii. **Annual Leave** – Remaining annual leave needing to be taken by 31<sup>st</sup> March is being managed.
  - iv. **Town Crier** – It is not anticipated that the Town Crier will be able to resume normal duties until 21<sup>st</sup> June. It was suggested that the Town Crier may be able to do some recordings that could potentially be played.
  - v. **Pay Claim 2021/22** – It was noted that negotiations had recently commenced between the Unions and NJC.

**TEWKESBURY TOWN COUNCIL**

- vi. **Real Living Wage** – It was RESOLVED to increase the Town Council’s minimum salary level to the Real Living Wage of £9.50 per hour from 1<sup>st</sup> April 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- vii. **LGPS Pension Cap** – The committee noted recent communication concerning this matter.
- viii. **Furlough** – Bar staff will remain furloughed until such time as the restrictions are lifted. The Bar Manager may need to undertake some duties in respect of waste and cleaning. The Town Clerk will manage the return from furlough for the Events Officer in terms of her personal situation and business requirements.
- ix. **Returning to the office** – Staff will gradually return to the office from 29<sup>th</sup> March depending on business requirements. It was noted that current guidelines still recommend working from home where possible until 21<sup>st</sup> June.

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

Signature of Chairman upon approval of Minutes .....