

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 25TH APRIL 2022 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs S Raywood (Chair), P Aldridge, K Brennan, M Sztymiak
D Hill (Town Clerk)

- 1) **To receive apologies**
Apologies were received from Cllr Brennan.
- 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 16th February 2022**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 16th February 2022. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.
- 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 Aldridge, seconded by Cllr S Raywood.
- 7) **Matters arising from the minutes – for information only**
None.
- 8) **Review the committee budget report**
The committee budget report was reviewed.
- 9) **Agree any virements or earmarked reserves for 2021/22**
None.
- 10) **Staffing matters**
 - i) **Chairs**
Town Clerk to check with HR as to whether chair is to be provided for home working for one day a week.
Town Clerk to check whether Administrative Assistant is happy with current chair.
 - ii) **Working from home**
It was RESOLVED that the Assistant Town Clerk may work from home one day a week until 31st March 2023. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

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iii) Appraisal

Cllr Aldridge asked for it to be recorded that the Town Clerk’s appraisal in 2021 had been undertaken by Cllr S Raywood and Cllr J Raywood.

There being no further business the meeting closed at 4.48pm.

Signature of Chairman upon approval of Minutes