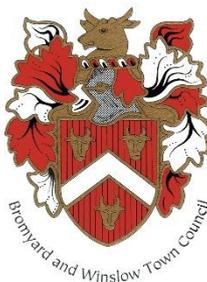


BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
S19/22– S19/28

Staffing Committee

Minutes of a meeting held on
Monday 15th April 2019
at 6.30pm in the Council Chamber, Council Offices, Bromyard.

***UNTIL NEXT MEETING OF THE STAFFING COMMITTEE
THESE MINUTES HAVE NOT BEEN RATIFIED***

Present: Cllrs Brunson, (Chair), Churchill, Clark, Page and Smith.

In attendance: Barbara Stanway – Deputy Town Clerk (DTC)
Rose Raine – Admin Assistant (AA)

Cllr Churchill arrived at 6.35pm.

S19/22 Apologies for absence
Cllr Pettitt

S19/23 Declarations of interest and written requests for dispensation
None declared at this point in the meeting.

S19/24 Minutes
The Minutes of the meeting held on 7th March 2019 were confirmed as a correct record and signed by the Chairman.

S19/25 Matters arising – for information only
None

S19/26 Grounds Maintenance:
Members noted staffing costs estimated at £1,000 for monitoring of the Grounds maintenance contract. Costs to be allocated to the 2019/20 grass cutting budget. Minute F19/45 refers.
Noted

S19/27 Confidential Items:
Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) **IT WAS RESOLVED:** that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of employment matters.

S19/28 Staffing Matters

Members were informed as follows:

1. Recruitment of Administration Officer

- i) References received – Both references were read aloud. TC was more than happy with the references supplied.
- ii) Proposed contract of employment.
The terms of the contract of employment were itemised to members; they mirrored those applied to the Town Clerk.

2. Recruitment of Cleaner - Public Conveniences

The DTC read a confidential note on the terms and conditions to be applied to the post of cleaner at the public toilets (hours/rate of pay/holidays/pension contribution). The terms of the contract of employment were itemised to members. There was discussion of the holiday entitlement attached to the post.

IT WAS RESOLVED to

- Appoint the Administrative Officer and the Cleaner, (Tenbury Road toilets) on the terms and conditions as set out in the appropriate contract of employment.
- Both contracts to be amended to clarify holiday entitlement.
- Evidence of previous unbroken continuous service is to be sought and held on file.

Meeting closed at 6.55 pm