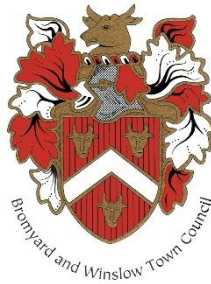


# BROMYARD & WINSLOW TOWN COUNCIL



MINUTES  
S19/53– S19/59

## Staffing Committee

Minutes of a meeting held on

**Tuesday 12<sup>th</sup> November, 2019**

at 11.30am in the Council Chamber, Council Offices, Bromyard.

**Present:** Cllrs Pettitt (Chair), Churchill, Cooper, Franklin and Page.

**Officer Present:** Karen Mitchell - Town Clerk

**S19/53 Apologies for absence**  
Cllr Brunson

**S19/54 Declarations of interest and written requests for dispensation**  
None declared at this point in the meeting.

**S19/55 Minutes**  
The Minutes of the meeting held on Monday 30<sup>th</sup> September 2019 were confirmed as a correct record and signed by the Chairman.

**S19/56 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 that any public and the press should leave the meeting during consideration of employment matters.

**S19/57 Staffing Matters**

**1. Administration Officer Vacancy**

1.1 The Interview Panel recommendation was placed before the committee.  
**IT WAS RESOLVED** to approve the recommendations of the Interview Panel.

1.2 Terms and Conditions of employment

The matter was discussed.

**IT WAS RESOLVED** that the starting salary would be in-line with Spinal Column Point (SCP) 9 and following satisfactory completion of the probation period would move to SPC 10.

**2. Gardener Vacancy**

2.1 The Clerk's recommendation was placed before the committee.  
**IT WAS RESOLVED** to accept the recommendation of the Clerk.

2.1 Terms and Conditions of employment  
**IT WAS RESOLVED** that the salary would be in line with the Real Living and that all other items would be calculated as per statutory requirements.

**S19/58 Training**

1. Part-Funding of the CILCA qualification for the Deputy Clerk  
**IT WAS RESOLVED** that the sum of £300.00 be earmarked for this item.

2. On Site Training with RBS for the accounts package software (£399+VAT plus 0.45p per mile mileage charge).  
**IT WAS RESOLVED** that this training package, as quoted, be accepted.

**S19/59 Budgetary Considerations for 2020/21**

Members discussed the budget required for staffing in 2020/21. Members were mindful of the pressure on staff due to the increasing workloads and that the Committee should be conscious that a review of this matter may be necessary.

**IT WAS RESOLVED** that the figures already placed into the Budget for 2020/21 be confirmed.

Meeting closed at 11.57am