



BROMYARD & WINSLOW TOWN COUNCIL

STAFFING COMMITTEE

S21/25 - S21/29

**Minutes of a meeting held on Wednesday 1st September 2021
at 2pm in The Council Chamber,
The Old Vicarage, 1 Rowberry Street, Bromyard, HR7 4DU.**

Present: Cllrs Brunsdon, Churchill, Clark, Davies (Chairman), Dr Dunne-Thomas, Franklin.

Officer present: K Mitchell, Town Clerk

S21/25 Apologies for absence

LGA 1972 S85 (1)

None. All members present.

S21/26 Declaration of interests and written requests for dispensation

Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159

None declared at this point in the meeting.

S21/27 Minutes

LGA 1972 Sch 12 para 41(1)

The Minutes of the Staffing Committee meeting held on 28th July 2021, were confirmed as a correct record and signed by the Chairman.

S21/28 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 press leave the meeting during consideration of the following employment matters.

S21/29 Staffing Matters

1. Staff Vacancies

The Town Clerk circulated Confidential Information S21/29,1 containing applicant information, recommendation details and proposed Terms and Conditions of employment for the following vacancies:

a) Town Clerk's recommendation for the Gardener vacancy

It was RESOLVED to approve the recommendation as per Confidential Information S21/29,1a in respect of the gardener vacancy and that the job offer be issued to the successful applicant.

Chairman's initials

Date

- b) Interview Panel's recommendation for the Properties Officer and Development Officer vacancies

It was RESOLVED to approve the recommendation as per Confidential Information S21/29, 1b in respect of the Properties Officer and Development Officer vacancies and that the job offers be issued to the successful applicants.

2. Terms and conditions of Employment

Members considered draft contracts of employment for the following positions:

- a) Burials Officer
- b) Development Officer
- c) Properties Officer
- d) Gardener

It was RESOLVED that the draft contracts be accepted.

The Chairman closed the meeting at 2:10pm.

Chairman

Date