



# BROMYARD & WINSLOW TOWN COUNCIL

## STAFFING COMMITTEE

S22/01 - S22/05

**Minutes of a meeting held on Monday 11<sup>th</sup> April 2022  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard, HR7 4DU.**

Present: Cllrs Churchill, Clark, Davies (Chairman), Franklin.

Officer present: K Mitchell, Town Clerk

### **S22/01 Apologies for absence**

*LGA 1972 S85 (1)*

Cllrs S Brunsdon and Dr D Dunne-Thomas.

### **S22/02 Declaration of interests and written requests for dispensation**

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

None declared.

### **S22/03 Minutes**

*LGA 1972 Sch 12 para 41(1)*

The Minutes of the Staffing Committee meeting held on 14<sup>th</sup> December 2021 were confirmed as a correct record and signed by the Chairman.

### **S22/04 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.

### **S22/05 Staffing Matters**

1. Completion of the Development Officer/Burial Officer's probationary period.

**IT WAS RESOLVED** the Development Officer/Burial Officer be confirmed in post following completion of a 13 week probationary period.

2. Pay Scales

Members noted the National Association of Local Councils (NALC) briefing document E01-22 | 2021-22 National Salary Award dated 02 March 2022, (circulated with the agenda) advising that The National Joint Council for Local Government Services (NJC) had agreed the new rates of pay applicable from 1 April 2021.

The Clerk advised that the new pay scales (contractual obligations) would be implemented in the April 2022 payroll, backdated to 1<sup>st</sup> April 2021 and accrued for in the 31<sup>st</sup> March 2022 year end.

Initial ..... Date.....

3. Town Clerk Annual Leave

Members considered the Town Clerk's request to carry forward or be remunerated for untaken leave from the 2021-22 holiday year.

**IT WAS RESOLVED** that the Town Clerk's untaken leave from 2021-22 be carried forward to the 2022-23 financial year.

4. Handyman – Insurance review

The Town Clerk reported that the Handyman had confirmed his willingness to continue in post for a further year and was fully aware of the limitations in respect of insurance cover due to age. Members were advised that the Council's insurers were provided with an updated risk assessment and postholder declaration on an annual basis and that the health and safety consultants were also aware of the situation.

There being no further business, the Chairman closed the meeting at 6:50pm

Chairman .....

Date .....