



# BROMYARD & WINSLOW TOWN COUNCIL

## STAFFING COMMITTEE

**Minutes of a meeting**  
**held on Wednesday 8<sup>th</sup> January 2025**  
**at 2pm in The Council Chamber, The Old Vicarage,**  
**1 Rowberry Street, Bromyard, HR7 4DU**

S25/01 - S25/05

Members present: Cllrs Churchill, Davies (Vice-Chair), Dr D Dunne-Thomas (Chair), Franklin, Page.

Officers present: Mrs K Mitchell – Town Clerk

**S25/01 Apologies for absence** *LGA 1972 S85 (1)*  
Apologies were received and accepted from Cllr Lisa Law (holiday).

**S25/02 Declaration of interests and written requests for dispensation** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
None declared.

**S25/03 Minutes** *LGA 1972 Sch 12 para 41(1)*  
**It was RESOLVED** to confirm the Minutes of the meeting held on the 3<sup>rd</sup> December 2024 as a correct record.

**S25/04 Confidential Items:**  
Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), **it was RESOLVED** that due to the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following employment matters.

**S25/05 Staffing Matters**  
Job vacancy – Public Convenience Cleaner

- It was RESOLVED** to note the resignation of the public convenience cleaner.
- Review of existing Job Description and Person Specification  
**It was RESOLVED** to approve a revised draft job description and person specification, which included updated details on hours, working days, and pay.
- Recruitment Process  
**It was RESOLVED** to proceed with advertising the vacancy internally, based on approved documentation.

There being no further business to conduct, the Chairman closed the meeting at 11:23 am.

CHAIRMAN ..... DATE .....