

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Tuesday 22nd January 2019 at 7.00pm
in the Council Chamber, Brownsfield Road, Thatcham

Present: Councillor Jan Cover (Chairman)
 Councillors Steve Ardagh-Walter, Jason Collis, Ellen Crumly, Richard Crumly,
 Sheila Ellison and Nathan Gregory

In attendance: Mel Alexander (Town Clerk)

STA/2019/01 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

STA/2019/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

STA/2019/03 MINUTES

RESOLVED that the Minutes of the meetings held on 18th December 2017 and 21st May 2018, having been previously circulated, be taken as read, confirmed and signed as an accurate record.

Councillor Ardagh-Walter joined the meeting

STA/2019/04 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising from the previous meeting.

STA/2019/05 BROADWAY TOILET REFURBISHMENT – PROJECT MANAGEMENT

Committee considered a report from the Town Clerk regarding project management of refurbishment of the public toilets in Thatcham Broadway.

RESOLVED to refer this request to the Recreation and Amenities Committee, along with the following additional information: (i) details of the liability and responsibility of the Contractors under the proposed contract; (ii) references for each Contractor; and (iii) details of the Contractor's turnover in the last year.

STA/2019/06 RECRUITMENT

a) Administrative Officer (Services) – part-time

Committee received an update from the Town Clerk regarding the vacant post of part-time Administrative Officer (Services) following the resignation of the previous postholder, effective from 11th October 2018. It was noted that the role may change if the proposed transfer of Moorside Community Centre from West Berkshire Council to Thatcham Town Council proceeded and therefore it was not advisable to fill the role on a permanent basis at this time.

RESOLVED to proceed with temporary fulfilment of the vacancy.

b) Community & Civic Manager – full-time

Committee received an update from the Town Clerk following the resignation of the Community & Civic Manager, whose employment with the Town Council would cease on 8th March 2019.

RESOLVED to note the report and that the shortlisting panel for this role comprise: the Mayor, Town Clerk and Administrative Officer (Community & Civic); and that the interview panel comprise: the Mayor, Deputy Mayor and Town Clerk.

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STA/2019/07 STAFF SALARY APPRAISAL

Committee considered a recommendation from the Town Clerk to undertake a review/evaluation of staff salaries.

RESOLVED not to proceed with the appraisal at this time, whilst there was still uncertainty regarding the proposed transfer of Moorside Community Centre from West Berkshire Council to Thatcham Town Council, which would impact on current roles, but to revisit in no more than six months' time and that the professional qualifications of the proposed contractor to undertake the appraisal be presented to this Committee.

STA/2019/08 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.

STA/2019/09 STAFFING MATTERS

Committee received details of staff salaries for the year 2019-20.

RESOLVED to approve the staff salaries for the year 2019-20, as presented.

There being no further business the Chairman declared the meeting closed at 8.08pm.

Signed: _____

Date: _____