

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Tuesday 17th September 2019 at 7.00pm
in the Council Chamber, Brownsfield Road, Thatcham

Present: Councillor Mike Cole (Chairman)
 Councillors David Lister and Jennifer Walker

In attendance: Mel Alexander (Town Clerk)

STA/2019/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Boyd and Owen Jeffery.

STA/2019/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

STA/2019/19 MINUTES

RESOLVED that the Minutes of the meeting held on 8th April 2019, having been previously circulated, be taken as read, confirmed and signed as a correct record of the proceedings.

STA/2019/20 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising from the previous meeting.

STA/2019/21 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/2019/22 STAFFING MATTERS

Committee considered a confidential report from the Town Clerk regarding staffing matters.

RESOLVED Item 1.1 in the Town Clerk's Report:
 to note the information regarding the Administrative Officer (Services);

RESOLVED Item 1.2 in the Town Clerk's Report:
 to note the resignation of the Services Manager, whose employment with the Town Council would cease on 27th November 2019, and to approve recruitment of a replacement Services Manager;

RESOLVED Item 1.3 in the Town Clerk's Report:
 to note the Town Clerk's report and approve: (i) that the Administrative Officer (Services) role be increased to a full-time role, and to approve recruitment to fulfil the currently vacant post; (ii) that an additional 8 hours per week be allocated to the finance team; (iii) that a full-time Administrator role be created to support the Town Clerk; and (iv) to recommend to Full Council that the Town Clerk's recommendation regarding an existing post be pursued.

There being no further business the Chairman declared the meeting closed at 8.35pm.

Signed: _____

Date: _____