

**THATCHAM TOWN COUNCIL**  
**Minutes of a meeting of the**  
**Staff Committee**  
**held on Monday 8<sup>th</sup> April 2019 at 7.00pm**  
**in the Council Chamber, Brownsfield Road, Thattham**

Present: Councillor Jan Cover (Chairman)  
 Councillors Steve Ardagh-Walter, Jason Collis and Nathan Gregory

In attendance: Mel Alexander (Town Clerk)

**STA/2019/10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ellen Crumly, Richard Crumly and Sheila Ellison.

**STA/2019/11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**STA/2019/12 MINUTES**

**RESOLVED** that the Minutes of the meeting held on 22<sup>nd</sup> January 2019, having been previously circulated, be taken as read, confirmed and signed as an accurate record.

**STA/2019/13 MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising from the previous meeting.

**STA/2019/14 RECRUITMENT**

a) Committee was advised of the following updates:

**i. Administrative Officer (Services)**

The vacant part-time role of Administrative Officer (Services) received 12 applications. 6 applicants were invited for interview, following which Charlotte Quennell was offered the position and her employment with the Town Council commenced on 8<sup>th</sup> April 2019.

The interview panel comprised of the Town Clerk and Services Manager.

**ii. Events Manager**

The full-time role of Events Manager (formerly Community & Civic Manager) received over 40 applications. 12 applicants were invited to a first-stage interview, with 6 invited back for a second-stage interview. The interview panel comprised of the Town Clerk, Town Mayor and Deputy Town Mayor, with the Civic & Community Officer in attendance in an observational capacity.

Following the second-stage interviews, John Sackett was offered the position and his employment with the Town Council was scheduled to commence on 1<sup>st</sup> May 2019.

**b) Assistant for the Town Clerk**

Committee considered a report from the Town Clerk regarding a proposal to recruit an Assistant for the Town Clerk, funded from the existing salary budget using funds allocated for the provision of a Planning Support Officer.

**RESOLVED** to approve recruitment of an Assistant for the Town Clerk.

**Staff Committee**  
**8<sup>th</sup> April 2019**

**STA/2019/15 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/2019/16 STAFFING MATTERS**

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

**RESOLVED** (Item 1) not to appoint a Deputy Town Clerk at this time but to review in six months; (Item 2) to agree to informal discussions; (Item 3) to approve honorarium payments of £500 each to those detailed in the Town Clerk's report.

There being no further business the Chairman declared the meeting closed at 7.50pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_