

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Wednesday 11th March 2020 at 7pm
in the Council Chamber, Brownsfield Road, Thattham

Present: Councillor Mike Cole (Chairman)
 Councillors Ellen Crumly (substituting for John Boyd), Owen Jeffery and David Lister

In attendance: Mel Taylor (Town Clerk)

STA/2020/01 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor John Boyd (Ellen Crumly appointed as substitute).

STA/2020/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

STA/2020/03 MINUTES

RESOLVED that the Minutes of the meeting held on 17th September 2019, having been previously circulated, be taken as read, confirmed and signed as a correct record of the proceedings.

STA/2020/04 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising from the previous meeting.

STA/2020/05 STAFFING MATTERS

i. Administrative Officer (Services)

At the last meeting of this Committee it was agreed to increase the part-time Administrative Officer (Services) role to full-time and Dawn Cropper was subsequently recruited to the role with effect from 24th December 2019, following a three-month period of temporary employment through an employment agency.

An introduction payment of £3,191.20 was paid to the agency.

RESOLVED to note this information.

ii. Services Manager

It was reported at the last meeting that Naomi Mildenhall had resigned as full-time Services Manager, effective from 27th November 2019.

Committee was advised that Mike Aslin was appointed to the role with effect from 18th November 2019. Due to a combination of annual leave and lieu time, Naomi's time in the office ceased on 19th November 2019, providing 2 days' handover to Mike.

RESOLVED to note this information.

iii. Responsible Financial Officer

On 30th September 2019, Barbara Moffat tendered her resignation as part-time Responsible Financial Officer, effective from 31st December 2019.

Committee was advised that Steve Tickle was appointed to the role with effect from 3rd February 2020, at the increased time of 18 hours per week (previously 10 hours per week) as approved by this Committee at a meeting on 17th September 2019 (STA/2019/22).

RESOLVED to note this information.

Staff Committee
11th March 2020

STA/2020/05 STAFFING MATTERS continued

iv. Assistant to Town Clerk

At the last meeting of this Committee it was agreed that a full-time Administrator role be created to support the Town Clerk and it was confirmed that £20,000 had been allocated in the 2020/21 Budget for this role.

Committee reviewed the proposed job description.

RESOLVED to approve the job description, as presented, and approve recruitment of an Assistant to Town Clerk.

v. Deputy Town Clerk

The Town Clerk had been without an appointed Deputy since the resignation of the Civic & Community Officer (Jennie Currie) in May 2019. At a meeting of this Committee on 8th April 2019 (STA/2019/16) it was resolved not to appoint a Deputy Town Clerk at that time but to review in six months' time.

Following various changes in the senior management team over the last 9 months, it was recommended that the current situation continued and be reviewed again in three months' time.

RESOLVED not to appoint a Deputy Town Clerk at this time but to review again in three months' time.

STA/2020/06 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/2020/07 CONFIDENTIAL STAFFING MATTER

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

RESOLVED after careful consideration, to support the Town Clerk's recommendation, as detailed in the report, and that this matter be presented to Full Council.

There being no further business the Chairman declared the meeting closed at 7.52pm.

Signed: _____

Date: _____