

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Wednesday 12th November 2025** at **5.30pm**

Councillors:

Present: S Bale, G Holdcroft, E O’Nolan, N Phipps, R Sanders and M Wilks.

Apologies: C Walsh.

Absent without E Beck and T Rogerson
apologies:

In attendance: Town Clerk (Mr G E Diaper) and no members of the public.

1. Apologies for Absence

The Committee agreed to approve the absence of Cllr. C Walsh.

2. Declarations of Member Interests.

No members made any declarations of interests in relation to items on the agenda.

3. Requests for dispensations.

There were no requests for a dispensation in relation to items on the agenda.

4. Public Question Time.

There were no members of the public present.

5. To agree and approve the minutes of the meeting held on 10th September 2025

The minutes of the Staffing Committee meeting held 10th September 2025 were approved as a true record.

6. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

The Committee agreed to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

7. To consider the salary of the Council's Administrative Assistant, Finance Assistant and Town Clerk.

The Committee agreed to recommend to Full Council the proposed salary to be offered to the Town Clerk, Finance Assistant and Administrative Assistant, further to the five-year review as required by their contracts of employment.

The Committee also recommended that as part of the side letter to be prepared for those Officers, the job titles for two of those positions be redefined as Finance Officer (K Hall) and Administrative Officer (L Graves).

The Town Clerk will prepare a more detailed paper for Council to consider.

8. To consider the staffing requirements of the Council.

The Committee considered the staffing requirements of the Council and agreed that the current level of staffing provision is insufficient for the size of the organisation and the projects and challenges which are expected to materialise in the coming years.

The Committee agreed to recommend to Full Council that the Council seek to employ two additional Officers from April 1st, 2026, an Assistant Clerk and Finance Assistant.

The Assistant Clerk position would be full time, payable between SCP 27 – 32.

The Finance Assistant position would offer four days per week, payable between SCP 13 – 15.

The Town Clerk was asked to prepare a job description and person specification for each position for consideration at Full Council.

9. To consider the training requirements of the Officers of the Council.

The Committee noted that it would be preferable for the Council to have at least two Officers in possession of the CiLCA qualification. The Town Clerk was asked to discuss with the Deputy Town Clerk about her position on studying toward that award.

Furthermore, the Staffing Committee recommended to the Finance Committee that the future training budget for staff be set at 2% of Officer salaries.

10. To consider the recruitment timeline for the Head Gardener to the Council.

The Committee agreed that there should be two rounds of interviews held for the position of Head Gardener to the Council in order that a recommendation to the position be prepared for Town Council to consider at its December meeting.

Round 1 – Week beginning December 1st.

Interview panel – Cllrs. O’Nolan, Beck and Miller (or their nominee if they cannot attend), Estates Officer and the Head Gardener from the Seckford Foundation.

Round 2 – Week beginning December 8th.

Interview panel – Cllrs. O’Nolan and Phipps (or their nominee if they cannot attend), and Town Clerk.

Cllr. Bale (Deputy Chair of Staffing) to attend in the absence of Cllr. O’Nolan.

11. Closure

The meeting was closed at 6.58pm

Councillor O’Nolan
Chair