

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Monday 16<sup>th</sup> March 2025** at **5.30pm**

**Councillors:**

Present: S Bale, E Beck, G Holdcroft, E O’Nolan and N Phipps,

Apologies: R Sanders and C Walsh.

Absent without T Rogerson and M Wilks.  
apologies:

In attendance: No members of the public.

**1. Apologies for Absence**

The Committee agreed to approve the absence of Cllrs. R Sanders and 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 12<sup>th</sup> November 2025**

The minutes of the Staffing Committee meeting held 12<sup>th</sup> November 2025 were approved as a true record.

**6. To note the resignation of the Council’s Wedding Officer.**

The Committee noted the resignation of Katie Lee from the position of Wedding Officer to the Town Council, and agreed that the Town Clerk and Admin. Officer

prepare the job spec/particulars for an advertisement for the position of Wedding Officer.

**7. To consider a request from the Council's Officers to carry forward leave into the next leave year.**

The Committee agreed that Officers (Estates Officer and Finance Officer), may carry their unused leave forward into the new leave year

It was discussed that it is problematic when the Town Clerk and Deputy Town Clerk take leave at the same time. It was suggested that the Clerk sign off his leave with the Mayor or the Chair of the staffing Committee, rather than signing off his own leave.

**8. To note the contribution rates payable by the Council to the Local Government Pension Scheme.**

The Committee noted the decrease in contribution rates payable by the Council to the Local Government Pension Scheme.

**9. 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.

**10. To consider the job specifications and advertising particulars for the Admin. and Financial Support Officer position.**

The Committee agreed to change the advert to emphasise the Financial role over Administrative tasks, which will be performed as and when the Financial Support Officer is available and required. The advert will be approved by Chair of the Staffing Committee. It was also requested that the applicant submissions be submitted to either the Finance Officer or the Admin. Officer.

Also discussed was preference for a commitment from the applicant to undertake training for further qualifications if successful.

**11. To note the completion of the yearly appraisals of the Council's Administrative Officer, Deputy Town Clerk, Estates Officer, Finance Officer and Maintenance Officer.**

The Committee noted the completion of the yearly appraisals of the Council's Administrative Officer, Deputy Town Clerk, Estates Officer, Finance Officer and Maintenance Officer, and agreed to recommend to Full Council the contractual salary increases be provided for the Deputy Town Clerk, Estates Officer and Maintenance Officer.

**12. To receive a report from the Chair following the completion of the Town Clerk's appraisal.**

The Committee discussed the Town Clerk's appraisal. It was felt that the Clerk could benefit from some coaching and development training.

After discussion, it was resolved that the budgeted appointment of a new hire to work alongside the Town Clerk and Deputy Town Clerk be delayed. Instead, Committee resolved to send a request to Finance for this funding to be directed to the hiring of a temporary CEO for the remainder of the 25/26 year. This role will be to manage and coach the Clerk and team.

**13. Closure**

The meeting was closed at 6.32pm

Councillor O'Nolan  
Chair