



# Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness

Town Clerk: Mrs Becky Buck

Email: [Office@longstrattontowncouncil.gov.uk](mailto:Office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

## MINUTES OF THE STAFFING COMMITTEE MEETING HELD 27<sup>th</sup> JUNE 2022 AT 7pm IN THE PAVILION COMMUNITY ROOM

**IN ATTENDANCE: Councillors Baker, Wright, Mackenzie and Pochin (19:50)**

**Town Clerk: Becky Buck**

Councillor Wright was proposed and seconded to chair the meeting in the absence of the chairman.

**1. To consider apologies for absence**

Councillors Pochin advised he would be late to the meeting. Councillor Mundford gave apologies due to a previous commitment which were accepted by the Council.

**2. To receive declarations of interest and dispensation**

There were no declarations of interest or dispensation received.

**3. To adopt the minutes of the meeting held on the 4<sup>th</sup> May 2022 as a true record.**

The minutes of the meeting held on the 4<sup>th</sup> of May were approved and signed as a true record.

**4. To discuss and decide on terms of reference for the staffing committee.**

The terms of reference were approved for recommendation to full council.

**5. To review the office workload.**

The office workload was reviewed and noted.

**6. To discuss and decide on the staff handbook for recommendation to full council.**

The staff handbook was discussed, it was agreed to refer this to full council.

*Councillor Pochin arrived to the meeting.*

**7. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)**

The meeting was closed to members of the press and public.

**8. Staffing Matters**

**a. Recruitment**

**i. Ratification of appointment as LSTC cleaner**

Councillor Pochin gave an update on the interviews held and the staffing committee ratified the appointment of Margaret Buckby as cleaner.

**ii. To discuss and decide on terms and conditions for appointment as LSTC cleaner.**

It was agreed to contract the cleaner for 5 hours per week on SCP4.

**iii. To discuss and decide on continuation of admin officer contract**

It was agreed to continue the admin officer contract for 1 year.

Signed by the Chairman.....Date.....



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**iv. To discuss and decide on terms and conditions for admin officer.**

It was agreed to keep the hours at 12 with overtime available for an additional 3 hours per week at the Clerks discretion. The salary was amended to SCP7.

**b. Any other staffing matters**

There were no other staffing matters to discuss.

*With there being no other business; the Chairman closed the meeting at 20:10.*

Signed by the Chairman.....Date.....