



# Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524 Email: [clerk@longstrattoncouncil.info](mailto:clerk@longstrattoncouncil.info)

Website: [www.longstrattoncouncil.info](http://www.longstrattoncouncil.info)

## MINUTES OF THE STAFFING COMMITTEE MEETING HELD 3 FEBRUARY 2022 AT 7pm IN THE PAVILION COMMUNITY ROOM

**IN ATTENDANCE: Councillors Baker, Pochin, Mundford & Lunness**  
**Town Clerk: Becky Buck**

**1. To consider apologies for absence**

There were no apologies of absence received

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

There were no declarations of interest and or dispensation received.

**3. To adopt the minutes of the meeting held on the 15<sup>th</sup> November 2021 as a true record.**

The minutes of the meeting held 15<sup>th</sup> November were approved by the Committee and signed as a true record

**4. 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)**

There were no members of the press or public to dismiss.

**5. Appraisals**

a. To receive feedback from appraisers

Councillors Pochin, Lunness and the Town Clerk gave appraisal feedback.

b. To discuss and decide on recommendations from appraisals to recommend to full Council

The following recommendations were approved for Council approval.

Direct Services Officer

Welding Course – the Council will pay but he completes in his own time with no claw back clause

Pat testing course

Pay rise – move to SCP 15 (as at 2020 – 2021, 2021-2022 still being agreed but will move to 2021-2022 once agreed) move to 16 after 6 months based on satisfactory performance and then an increment for the next 5 years.

Job description amendments

Terms and condition amendments

Office Admin

Website training

Seminar / Training days

Uniform

JD amendments

Contractual pay rise

Pavilion Cleaner

JD amendments

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



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Uniform

Allowance for using home washing machine of £5

Pavilion Litter picker

Equipment requirements

Hi Vis in medium

Town Clerk

Contractual pay rise

Attendance at conferences (already booked virtual conference)

It was agreed that all members of staff were to have the same terms and conditions.

**6. To discuss and decide on successful applicant for admin assistant role.**

Following a lengthy discussion, it was agreed to recommend Emma Blizzard to full Council.

**7. To note recent developments regarding the Playing Field Litter Picker.**

The town clerk gave an update regarding the litter picker.

*With there being no other business the Chairman closed the meeting at 9pm.*

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