



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

Tel: 01508 530524

MINUTES OF THE STAFFING COMMITTEE MEETING HELD 26th FEBRUARY 2024 AT 6pm IN THE PAVILION COMMUNITY ROOM

IN ATTENDANCE: Councillors Baker, Willis, Mundford and Lunness
Town Clerk: Becky Buck

1. To consider apologies for absence

Councillors Pochin and Morimont gave apologies for absence due to work reasons, these were accepted by the Committee. Councillor Lunness chaired the meeting in the absence of Councillor Pochin.

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 19th June 2023 as a true record.

The minutes of the meeting held on 19th June 2023 were approved by the Committee and signed by the Chairman 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)

Members of the press and public were excluded.

5. Staffing Matters

a. Appraisals

Councillor Lunness gave a verbal report of the appraisals held.

b. To discuss and decide on recommendations from appraisals.

Following a lengthy discussion the following recommendations were approved for recommendation to Council.

Town Clerk

- To register for community governance if appropriate – to be determined in November (already approved).
- To have a 6 monthly 1:1
- Review of workload and working practices for all
- To conduct 1:1 in 6 months for apprentice.
- Implement a booking software for pavilion.

Direct Services Officer

- Welding course (already booked)
- New work phone (ordered)

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



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Community Engagement Officer

- Training of interactive booking calendar
- Pay rise to SCP 18-24
- Review of Job Description
- Overtime to support the Town Clerk of up to 5 hours per week.

Apprentice

- 6 monthly 1:1 with Town Clerk
- Familiarise with Long Stratton using maps
- Excel training
- ILCA once completed college course
- Completion of training manuals.

c. **Any other matters (for information only)**

There was no any other matters to discuss.

With there being no other business; the Chairman closed the meeting at 18:32.

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