



# 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> JANUARY 2025 AT 7pm IN THE PAVILION COMMUNITY ROOM

**IN ATTENDANCE: Councillors Baker, Willis, Mundford (19.10), Morimont and Harris**  
**Town Clerk: Becky Buck, Admin assistant, Molly Hallett**

**1. To consider apologies for absence**

There were no apologies for absence received, in the absence of Councillor Pochin, Councillor Baker was appointed Chairman.

**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 26<sup>th</sup> February 2024 as a true record.**

The minutes of the meeting held on the 26<sup>th</sup> February 2024 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)**

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

**5. Staffing Matters**

**a. Appraisals**

The Clerk advised that appraisals had taken place with the Town Clerk and the Admin Assistant. Appraisals still needed to be had with the communications officer and the direct services officer. The appraisals had been satisfactory. Objectives arising from the appraisals are as follows:

Town Clerk

- Review the meeting structure and make a proposal to try and reduce the volume of meetings being held.
- Review CIL projects
- Explore grant funding
- Delegation to team members.

Admin Assistant

- Complete ILCA – CILCA by May 2025
- Complete FILCA
- Start CILCA
- Build up self resilience.

**b. To discuss and decide on recommendations from appraisals.**

The staffing committee approved a review of the meeting structure to be presented to full Council.

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



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**c. To discuss and decide on youth worker support as delegated by full council.**

Following a lengthy discussion, the Committee asked the Clerk to revisit the proposal to try and ensure it comes within the budgeted amount of £3000.

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

There was no any other business to discuss.

*With there being no other business; the Chairman closed the meeting at 19:25*

DRAFT

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