



# 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 19<sup>th</sup> JUNE 2023 AT 7pm IN THE PAVILION COMMUNITY ROOM

**IN ATTENDANCE: Councillors Baker, Mackenzie and Pochin**  
**Town Clerk: Becky Buck**

**1. To consider apologies for absence**

Councillor Mundford gave apologies due to a prior commitment; these 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 7<sup>th</sup> November 2022 as a true record.**

The minutes of the meeting held 7<sup>th</sup> November 2022 were approved by the Committee and signed by the Chairman as a true record.

**4. To review the office workload.**

The Clerk discussed the current workload with the committee. The Clerk stated that although the office is exceptionally busy it is manageable. It was discussed if Councillors could take on additional responsibility to help reduce the task list however it was noted that a lot of the Councillors still have their own employment, and the Clerk didn't feel the need at that point. It was noted that the office workload is reviewable monthly.

**5. 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 press and public.

**6. Staffing Matters**

**a. Staff contracts**

It was agreed to recommend to Council that the member of staff was offered a permanent contract.

**b. Staff terms and conditions**

It was agreed to recommend to Council that the contractual hours increase to 15 per month due to the project work and overtime that was being undertaken.

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

The Clerk advised there had been no change with the insurance claim.

*With there being no other business; the Chairman closed the meeting at 19:57.*

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