

## Staffing Committee

Kidsgrove Town Council  
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### Minutes of the Staffing Committee Meeting held on the 23<sup>rd</sup> May 2019, 6:30pm, Chairman's Room, Victoria Hall

- SC/18-19/1/1      **Present**
- Cllr A Cartwright, Cllr P Waring, Cllr Cooper, Cllr K Robinson, Cllr M Maxfield  
In attendance: Sue Davies, Town Clerk
- Cllr A Cartwright opened the meeting.*
- SC/18-19/1/2      **To receive and consider apologies for absence**
- None
- SC/18-19/1/3      **To note declarations of Member's Interests**
- None declared.
- SC/18-19/1/4      **To receive and approve the minutes of the meeting held on the 18<sup>th</sup> March 2019.**
- The Committee resolved to approve the minutes of the meeting held on the 18<sup>th</sup> March 2019.
- SC/18-19/1/5      **Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.**
- No public present.

### Matters considered with the Press and Public Excluded:

- SC/18-19/1/6      **Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**
- It was resolved to move into Part 2 – Press and Public excluded.

SC/18-19/1/7

**Clerk's Five-month review**

The Committee conducted the Clerk's five-month review. Performance to date was considered satisfactory.

**Resolved:** That it be recommended to Full Council that the Clerk pass her probationary period.

SC/18-19/1/8

**To review a job description and advert for the caretaker's post.**

The proposed job description and advert were agreed by all. It was **resolved** that the Clerk be delegated to progress the recruitment, putting together an interview panel from the staffing committee when required. Cllr Waring, Cllr Robinson and the Clerk were suggested.

SC/18-19/1/9

**To consider the need for further administration support in the office.**

It was **resolved** that the Town Council recruit a further part-time administration assistant but that the recruitment and training of the caretaker should

SC/18-19/1/10

**To agree the date and time of the next meeting.**

To be arranged.

The meeting concluded at 19:15