

## Staffing Committee

Kidsgrove Town Council  
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### Minutes of the Staffing Committee Meeting held on the 23<sup>rd</sup> July 2020, 7:00pm, Chairman's Room, Victoria Hall

- SC/19-20/1/1 Present**
- CLlr M Stubbs, CLlr A Cooper, CLlr P Waring, CLlr K Robinson, CLlr M Maxfield  
In attendance: Sue Davies, Town Clerk
- SC/19-20/1/2 To receive and consider apologies for absence**
- None
- SC/19-20/1/3 To note declarations of Member's Interests**
- None declared.
- SC/19-20/1/4 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.**
- No public present.
- SC/19-20/1/5 To receive and approve the minutes of the meeting held on the 20<sup>th</sup> January 2020.**
- The minutes of the meeting of the 20<sup>th</sup> January were approved by those present.
- SC/19-20/1/6 The Committee resolved to approve the minutes of the meeting held on the 20<sup>th</sup> January 2020.**
- Matters considered with the Press and Public Excluded:
- SC/19-20/1/7 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/19-20/1/8**            **To consider and review various staffing matters relating to current staff.**

The Committee received an update from the Clerk and reviewed matters relating to current staff. Including recommending approval of a scale point pay increment for both Clerk and administration assistant.

**SC/19-20/1/9**            **To consider progression of the recruitment of an administration assistant including agreement of terms and the job role.**

The committee resolved that the recruitment of an administration should proceed and asked the Clerk to draft the necessary documents.

**SC/19-20/1/10**        **To agree the date and time of the next meeting.**

Date of Next Meeting: To be agreed.

The meeting concluded at 20:00pm