

Staffing Committee

Kidsgrove Town Council
Victoria Hall
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Minutes of the Staffing Committee Meeting held on the 23rd July 2020, 7:00pm, Meeting held remotely by Zoom

- 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 20th January 2020.**
- The minutes of the meeting of the 20th January were approved by those present.
Matters considered with the Press and Public Excluded:
- SC/19-20/1/6 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/19-20/1/7 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 effective from April 2021.

SC/19-20/1/8

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/19-20/1/9

To agree the date and time of the next meeting.

Date of Next Meeting: To be agreed.

The meeting concluded at 20:00pm