

Staffing Committee

Kidsgrove Town Council
Victoria Hall
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Kidsgrove
Staffordshire
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Minutes of the Staffing Committee Meeting held on the 1st April 2021, 7:00pm, Meeting held virtually on Zoom

- SC/19-20/2/1 Present**
- Cllr M Stubbs, Cllr A Cooper, Cllr P Waring, Cllr K Robinson, Cllr M Maxfield
In attendance: Sue Davies, Town Clerk
- SC/19-20/2/2 To receive and consider apologies for absence.**
- None
- SC/19-20/2/3 To note declarations of Member's Interests**
- None declared.
- SC/19-20/2/4 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.**
- No public present.
- SC/19-20/2/5 To receive and approve the minutes of the meeting held on the 2nd November 2020.**
- The minutes of the meeting of the 2nd November 2020 were approved by those present.
- SC/19-20/2/6 To review the staffing committee terms of reference and to agree any changes (if any) to Full Council.**
- It was agreed to defer this item until the next meeting.

Matters considered with the Press and Public Excluded:

SC/19-20/2/7 **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/19-20/2/8 **To review applications for the position of assistant clerk including agreement of to which applicants to offer an interview and who will form the interview panel.**

The committee reviewed and considered applications. The interview process and panel were agreed.

SC/19-20/2/9 **To consider the appointment of caretaker provision for the Victoria Hall.**

The Committee agreed to commence the recruitment of a caretaker for the Victoria Hall and the Clerk was asked to initiate the process.

SC/19-20/2/10 **To consider and approve the annual progression of the Clerk and administration assistant by one point on the pay scale.**

The committee resolved to approve the one point annual progression and also resolved to approve a further one point progression for the Clerk for passing the level 4 Community Governance qualification (as per contract).

SC/19-20/2/11 **To review any other staffing matters including the role of other appointments held by the Council.**

The Committee is aware of certain allegations made against the Town Crier. It was agreed that no further duties will be carried out until the matter has been investigated.

SC/19-20/2/12 **To agree the date and time of the next meeting.**

Date of Next Meeting: To be agreed.

The meeting concluded at 20:00pm