

Woodbridge Town Council

Notes of the Meeting of the Staffing sub committee held Wednesday 23 October 2019 at the Shire Hall Woodbridge.

AGENDA

1. Present: Councillors Bale , Sutton, O’Nolan, Holdcroft, Gillard, Miller
2. Apologies: None
3. Status of Meeting
It was agreed that the meeting would be held *In Camera* and that members of the public would be required to leave.
4. Sharon Miller was appointed Vice-Chair (nom Councillor O’Nolan sec Councillor Sutton 5 for 0 against 1 abs)

5. Purpose of the sub committee

This was outlined, with reference to its ToR, by Councillor O’Nolan and discussed by the committee

6. Staffing matters

These were discussed and it was resolved that:

- i) “ The Sub Committee agrees to engage Gordon Mussett as support for the Council for two days a week until further notice. Subject to confirmation the agreed daily rate is £280”.

Proposed by Councillor Sutton

Seconded by Holdcroft

Carried unanimously

- ii) This Sub Committee asks SALC to examine whether our financial regulations and standing orders have been correctly followed in respect of expenditure and to make recommendations.”

Proposed by Councillor Gillard

Seconded by Councillor O’Nolan

Carried unanimously

- iii) “The Sub Committte authorises expenditure of up to £200 per month to cover the costs of securing email back-up.

Proposed: Councillor Bale

Seconded: Councillor O’Nolan

Carried unanimously

Meeting closed 20.55