



WOODBIDGE TOWN COUNCIL
Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
Town Clerk: Ms Kate Lacey MBA MCIPD
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TO MEMBERS OF THE STAFFING COMMITTEE

Councillor Bale	Councillor Gillard
Councillor Holdcroft	Councillor Miller
Councillor O’Nolan	Councillor Sutton

You are hereby summoned to attend a **VIRTUAL ZOOM MEETING** of the **STAFFING COMMITTEE OF WOODBRIDGE TOWN COUNCIL** to be held on **MONDAY 27th APRIL 2020** at **11am** for the transaction of the following business:

To join this meeting please select the link below and enter the Meeting ID and Password when prompted:

<https://us02web.zoom.us/j/83142672613?pwd=YWYrSjl5QVhLYXJrdTM4d3d5WVRLUT09>

Meeting ID: 831 4267 2613
Password: 322631

AGENDA

- 1. APOLOGIES**
To note apologies for absence
- 2. DECLARATION OF INTEREST**
Members and officers are invited to make any declarations of Pecuniary or Local Non-Pecuniary interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. REQUESTS FOR DISPENSATION**
Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
- 4. CONFIRMATION OF MINUTES OF THE STAFFING COMMITTEE MEETING OF 17th DECEMBER 2019**
- 5. TO MOVE TO EXCLUDE THE PRESS AND THE PUBLIC FROM THE FOLLOWING ITEMS IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE CONFIDENTIAL NATURE OF THE ITEMS TO BE DISCUSSED**
- 6. TO RECEIVE A REPORT ON STAFFING MATTERS – DISTRIBUTED SEPARATELY**

Please be aware that the recording of this meeting is probable

7. CLOSURE

A handwritten signature in black ink, appearing to read 'Gordon Mussett', written in a cursive style.

Gordon Mussett
Locum Town Clerk
24th April 2020

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **STAFFING COMMITTEE** of the **TOWN COUNCIL** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 17 DECEMBER 2019 at 5.00pm**

Councillors:

Present: S Bale (Chairman), G Holdcroft, P Gillard, E O’Nolan, S Miller, M Sutton.

In Attendance: Deputy Town Clerk and no members of the public.

Action

628. **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011**

There were none.

629. **COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING**

There were none.

630. **PUBLIC QUESTION TIME**

There were none.

631. **CONFIRMATION OF THE STAFFING COMMITTEE MINUTES**

It was **noted** that the first sentence should have read ‘Staffing committee’ rather than ‘Staffing sub committee’.

The Committee agreed the minutes of the Staffing Committee held on Tuesday 23rd October 2019 as a true record, which were duly signed.

632. **TO MOVE THAT, PURSUANT TO SECTION 1, SUBSECTION 2 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PRESS AND PUBLIC ARE EXCLUDED FROM PROCEEDINGS ON THIS MATTER AS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST**

The Deputy Town Clerk left the meeting.

633. **TO RECEIVE A REPORT ON STAFF PAY AND ASSOCIATED MATTERS AND AGREE THE RECOMMENDATIONS CONTAINED THEREIN – CONFIDENTIAL SEPARATE REPORT**

Issues of staff pay were discussed and very small historic anomalies needing rectification were agreed unanimously.

There was unanimous agreement to make minor corrections to some budget headings.

It was unanimously agreed to make no changes to the current mileage rates.

634. **TO AGREE THE STAFFING BUDGET FOR 2020/21 – CONFIDENTIAL SEPARATE REPORT**

There was unanimous agreement to put the total staffing budget figures through to the Finance committee.

635. **TO RECEIVE A VERBAL REPORT ON STAFFING MATTERS FROM THE COMMITTEE CHAIR**

A number of staffing matters were reported verbally.

636. **CLOSURE**

The meeting was closed at 5.21pm with the date of the next meeting to be confirmed as required.

Councillor Sue Bale
Chairman