

Woodbridge Town Council

Minutes of a meeting of the **Staffing Committee** held at **Shire Hall** on **Tuesday 6th April 2022** at **6pm**

Councillors:

Present: S Bale, G Holdcroft, S Rawlings, M Sutton and S Miller

Apologies: Lady C Blois, P Gillard, E O’Nolan, C Page and C Walsh

In Attendance: Town Clerk and no members of the public

In the absence of the Chair, Cllr Bale took the Chair

891. To receive apologies for absence

Apologies for absence had been received from Councillors Lady C Blois, P Gillard, E O’Nolan, C Page and C Walsh

892. To receive declarations of interest

No Members declared any interests in items on the agenda.

893. To consider requests for dispensations

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda for a dispensation.

894. Public question time

There were no members of the public present.

895. To agree and approve the minutes of the meeting held 5th October 2021

The Committee received and approved the signing of the minutes of the meeting held 5th October 2021 as a true record.

896. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

It was agreed to exclude the public and press from the remainder of the meeting due to the confidential information to be discussed.

897. To note the receipt of a resignation letter received from the Council's handyman

Members noted the receipt of a resignation letter received from the Council's handyman.

It was agreed to provide a gift to the value of £100 to the handyman, payable from the Deputy Mayors allowance (4630).

898. To consider the requirement for a handyperson to Woodbridge Town Council

It was agreed to recommend to Town Council that a handyperson be recruited and to delegate to the Clerk, Chair and Town Mayor the task of producing a job description and advert.

899. To note the completion of the yearly appraisals of the Council's Finance Assistant and Administrative Assistant.

It was agreed to recommend to Town Council that the Council's Finance Assistant and Administrative Assistant receive their contractual increase in pay from April 1st, 2022, following the successful completion of their yearly appraisal.

900. To consider a request from Officers to carry leave to the next leave year

It was agreed that due to the circumstances provided by the coronavirus pandemic that the requests from the Town Clerk, Deputy Town Clerk and Finance Assistant to carry leave into the next leave year be granted.

901. To consider a request from the Council's Wedding Officer

It was agreed to recommend to Town Council that a discounted rate be offered to the Town Council's Wedding Officer for her ceremony at the Shire Hall in April 2023.

902. To note the completion of the Town Clerk's appraisal

The Town Clerk left the meeting.

Members noted the completion of the Town Clerk's appraisal and the agreed aims and objectives for the next twelve months.

903. Closure

The meeting was closed at 6.50pm.

Councillor Bale
Vice-Chair