

## Woodbridge Town Council

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Tuesday 28<sup>th</sup> March 2023** at **7pm**

### Councillors:

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

Apologies: C Blois, P Gillard, R Leach, E O’Nolan, C Page and C Walsh.

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

#### **798. Apologies for absence**

Apologies for absence had been received from Councillors Blois, Gillard, Leach, O’Nolan, Page and Walsh.

#### **799. To receive declarations of interest**

No members made any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests in relation to items on the agenda.

#### **800. To consider requests for dispensations**

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

#### **801. Public Question Time**

There were no members of the public present.

#### **802. To receive and approve the minutes of the meeting held on 17<sup>th</sup> August 2022**

The Committee noted that the date on the minutes was incorrect, and should show ‘Wednesday 17<sup>th</sup> August 2022’. With this correction the Committee approved the signing of the minutes of the meeting held on 17th August 2022 as a true record.

#### **803. 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.**

The Committee agreed to exclude, in accordance with the Public Bodies (Admission To Meetings) Act 1960, the public and press on account of the confidential matters to be discussed.

**804. To note the completion of the yearly appraisals of the Council's Administrative Assistant, Deputy Town Clerk, Finance Assistant and Maintenance Officer**

The Committee noted the successful completion of the yearly appraisals and agreed to recommend to Town Council that the Council's Administrative Assistant, Deputy Town Clerk, Finance Assistant and Maintenance Officer receive their contractual increase in pay from April 1st, 2023.

**805. To agree changes to the Council's Administrative Assistant and Deputy Town Clerk's job description.**

The Committee agreed to recommend to Town Council that updated job descriptions for the Council's Administrative Assistant and Deputy Town Clerk, be formally agreed and provided to them.

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

It was agreed that the requests from the Finance Assistant and Maintenance Officer to carry leave into the next leave year be granted.

The Town Clerk was asked to ensure that this leave be recorded as being taken at the earliest opportunity in the coming leave year.

**807. To note the completion of the Town Clerk's appraisal.**

The Town Clerk left the meeting.

The Committee noted the successful completion of the Town Clerk's appraisal and agreed to recommend to Town Council that he receive a contractual increase in pay from April 1st, 2023.

**808. Closure**

The meeting was closed at 7.50pm

Councillor Bale  
Chair