



## Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Town Clerk: Mr G E Diaper

Tel: 01394 383599

Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)



### To Members of the Staffing Committee

|                |            |              |
|----------------|------------|--------------|
| Cllr Bale      | Cllr Blois | Cllr Gillard |
| Cllr Holdcroft | Cllr Leach | Cllr Miller  |
| Cllr O’Nolan   | Cllr Page  | Cllr Sutton  |
|                | Cllr Walsh |              |

You are hereby summoned to attend the **meeting** of the **Staffing Committee** to be held at the **Shire Hall, Market Hill** on: **Tuesday 28<sup>th</sup> March 2023 at 7pm**

Greg Diaper  
Town Clerk  
23<sup>rd</sup> March 2023

### ***Public Attendance***

*Members of the public and press are welcome to join the meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 15 minutes duration but may be extended at the discretion of the Chair.*

#### **1. Apologies**

To receive apologies for absence.

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

Members and officers are 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 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. To consider requests for dispensations**

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. Public question time  
15 minutes maximum.
5. To receive and approve the minutes of the meeting held 17<sup>th</sup> August 2023.
6. 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.
7. To note the completion of the yearly appraisals of the Council's Administrative Assistant, Deputy Town Clerk, Finance Assistant and Maintenance Officer. (Separate confidential agenda)
8. To agree changes to the Council's Administrative Assistant and Deputy Town Clerk's job description. (Separate confidential agenda)
9. To consider a request from Officers to carry leave to the next leave year. (Separate confidential agenda)
10. To note the completion of the Town Clerk's appraisal. (Separate confidential agenda)
11. Closure

## Woodbridge Town Council

Minutes of the meeting of the **Staffing Committee** held at the John Gibbons Gallery on **Wednesday 17<sup>th</sup> May 2022** at 5pm

### Councillors:

Present: S Bale, P Gillard, S Miller, M Sutton

Apologies: G Holdcroft, E O’Nolan, C Page, C Walsh

Absent without

Apologies: C Blois, C Mapey

In Attendance: Deputy Town Clerk , there were no members of the public

\*\* Please note incorrect title of meeting on the meeting’s agenda as a clerical error.

### 229. To appoint a Chair of Committee for 2022/2023

Councillor S Bale was appointed as Chair of Committee.

### 230. To appoint a Vice-Chair of Committee for 2022/2023

Councillor P Gillard was appointed as Vice Chair for the Committee.

### 231. Apologies for absence

Apologies were received by Councillors G Holdcroft, E O’Nolan, C Page, and C Walsh.

### 232. 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.

### 233. To consider requests for dispensations

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

### 234. Public Question Time

There were no members of the public present.

235. To receive and approve the Minutes of the meeting held on 6<sup>th</sup> April 2022

The Committee received and approved the signing of the minutes of the meeting held on 6<sup>th</sup> April 2022 as a true record.

236. To note this Committee's Terms of Reference

The Committee noted the Terms of Reference.

237. To note the appointment of a handyperson to Woodbridge Town Council

The Committee noted the appointment of Mr Ian Bentley, who is due to start on Monday the 22<sup>nd</sup> August 2022.

The Committee asked that the Town Clerk establish the need for a DBS check for this role, and follow SALC's guidelines for such an appointment.

Cllr Bale would like a copy of the Job description and contract of employment.

238. Closure

The meeting was closed at 5.12pm

Councillor Bale  
Chair