

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**  
Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**  
Cllr. Ann Walmsley

**Town Clerk:**  
Mrs. C. Benbow



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V.A.T. Reg.No: 164 8707 80

## Minutes of the Staffing Committee

**held in the Chamber, Victoria Hall, on Wednesday 30 April 2025 at 2pm.**

Present: Cllrs. R. Handley, A. Walmsley, T. Thomas, J. Walmsley

Mrs. Benbow, Town Clerk.

### MINUTES

#### **SC 24/20 Apologies for Absence**

All Committee Members were present.

#### **SC 24/21 Public Participation: Have Your Say**

There were no members of the public present.

#### **SC 24/22 Minutes of the Previous Meeting**

Members considered the Minutes of the Meeting of the Staffing Committee held on 20 November 2024.

#### **RESOLVED**

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 20 November 2024 as a true record.

#### **SC 24/23 Declaration of Interests and Dispensations**

There were no interests disclosed in matters to be discussed or requests for dispensations.

### **SC 24/24 Public Bodies (Admission to Meetings) Act 1960**

Members considered if any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

Although there were no public or press present, Members noted that Items 6, 7, 8 and 9 were confidential as they concerned individual staff.

### **SC 24/25 Staffing Update**

Members noted a progress report from the Town Clerk on staffing structure and activity and that the Hall Administrator would be starting on 7 May 2025.

### **SC 24/26 Turnstone HR Update**

Members noted an update from the Town Clerk, following consultation with Turnstone HR, that the Town Clerk is working with Turnstone to review and update the employment policies and procedures.

### **SC 24/27 Front of House Team Recruitment**

Members noted an update from the Town Clerk, that recruitment has been successful and one casual Hall Team staff member has been recruited, and training is underway.

### **SC 24/28 Town Clerk Appraisal**

Members considered the Town Clerk's appraisal and noted the successful achievement of the Principles of Internal Auditing Local Councils (PIALC) Society of Local Council Clerks qualification.

#### **RESOLVED**

That Full Council is recommended to award the Town Clerk a pay increment from 1 May 2025 and the Chairman authorised to sign the updated salaries sheet.

### **SC 24/29 Next Meeting**

Members noted that the next meeting of the Staffing Committee would be convened as required. The meeting closed at 2.45 pm.

Signed

Chairman

Date