

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 6 December at 7pm.

Present: Cllrs. R. Handley, A. Walmsley, T. Thomas, C. Logan.

Apologies: Cllr. J. Mason.

Mrs. Benbow – Town Clerk.

MINUTES

SC 23/22 Apologies for Absence

Cllr. Mason sent apologies due to other commitments.

RESOLVED

That apologies from Cllr. Mason due to other commitments were approved.

SC 23/23 Public Participation: Have Your Say

There were no members of the public present.

SC 23/24 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held 1 August 2023.

RESOLVED

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 1 August 2023 as a true record.

SC 23/25 Declaration of Interests and Dispensations

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

SC 23/26 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 and 7 were confidential as they concerned individual staff.

SC 23/27 Appraisals

Members noted that Staff Appraisals were underway and received reports from the Town Clerk.

SC 23/28 Town Clerk Appraisal

Members noted that the resolution was made in October 2021 (SC 21/09) to adopt the model suggested by Cllr. Logan, of an informal meeting with the Committee, every other month, to appraise the Town Clerk.

Members noted that this system has been operating since then and is effective.

RESOLVED

The following recommendations were made to Full Council for approval:

- i) That Full Council is recommended to award one NALC pay scale increment to the Finance Administrator from 1 January 2024.
- ii) That Full Council is recommended to award one NALC pay scale increment to the Town Clerk from 1 January 2024.
- iii) That the draft Annual Leave Policy and Procedure is approved.

SC 23/29 Next Meeting

Members noted that the next meeting of the Staffing Committee would be convened as required. The meeting closed at 8 pm.

Signed
Chairman
Date