

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Tricia Thomas

**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 Council Chamber, Victoria Hall, on Thursday 8 April 2021 at 2pm.

Present: Cllrs. Endsor, Walmsley, Thomas and Handley.

Mrs Benbow – Town Clerk

### MINUTES

#### SC 20/19 Apologies for Absence

There were no apologies.

#### SC 20/20 Public Participation: Have Your Say

There were no members of the public present.

#### SC 20/21 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held on 4 February 2021.

**RESOLVED** That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 4 February 2021 as a true record.

#### SC 20/22 Declaration of Interests and Dispensations

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

### **SC 20/23 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 Item 7 was confidential as it related to individual staff.

### **SC 20/24 Staff Appraisal**

The Town Clerk's annual appraisal took place and the updated employment contract was considered.

Members noted that this was the same contract as all the other staff. As noted at the previous meeting, the Town Clerk has issued the office staff with updated employment contracts (resolved June 2019 C20/29).

#### **RESOLVED**

- i) That the Town Clerk's updated employment contract was signed by the Chairman.
- ii) That, in compliance with the approved Flexible Working Policy, the Town Clerk was fully supported, and encouraged, to continue with flexible working arrangements.

### **SC 20/25 Next Meeting**

Members considered agreeing a date for the next meeting of the Staffing Committee.

#### **RESOLVED**

That the Committee would meet when next required.

The meeting closed at 2.45pm

Signed

Chairman

Date