

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Peter Endors

**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 Chamber, on Wednesday 17 July 2019 at 7 pm.

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

Mrs C. Benbow – Town Clerk

### MINUTES

#### SC 19/09 Apologies for Absence

There were no apologies.

#### SC 19/10 Public Participation: Have Your Say

There were no members of the public present.

#### SC 19/11 Minutes of the Previous Meeting

The Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 29 May 2019 as a true record.

#### SC 19/12 Declaration of Interests and Dispensations

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

#### SC 19/13 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 8 were confidential as they related to individuals.

### **SC 19/14 Recruitment – Finance Administrator**

Members noted a report from the Town Clerk following the Probation Review Meeting held with the Finance Administrator, that the probation period had been completed successfully and that a pay award was recommended.

#### **RESOLVED**

That it is recommended to Full Council that the Finance Administrator pay award on successful completion of the probation period is approved.

### **SC 19/15 Employment Policies and Procedures**

Members noted an update from the Town Clerk regarding the review and update of employment policies and procedures by Cumbria Employment Solicitors as resolved by Full Council.

### **SC 19/16 SLCC Conference**

Members considered request from Town Clerk to attend the Society of Local Council Clerks Annual Conference (Annual Conference last attended in 2012) cost £495 plus VAT.

#### **RESOLVED**

That it is recommended to Full Council that the cost of £495 plus VAT from the Training Budget for Town Clerk to attend the Society of Local Council Clerks Annual Conference is approved.

### **SC 19/17 Next Meeting**

#### **RESOLVED**

That the Committee would meet when next required.

The meeting closed 7.30pm

Signed      Chairman                                          Date