



GLASTONBURY TOWN COUNCIL

Minutes of Staffing Committee held on 2 December 2024 at 7pm	
Councillors Present	Lokabandhu, J. Cousins, I. Donfrancesco, S. Henderson, M. Oakden, M. White
Apologies	
Absent	
In Attendance	Town Clerk
Public Participation	0 members of the public were present.

38. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

All members were present.

39. DECLARATIONS OF INTEREST

None were declared in addition to declarations already made to the Monitoring Officer.

40. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD

The minutes of the previous two meetings were considered and **SIGNED** as correct records of the relevant meetings.

41. TO PASS A MOTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014, THE PRESS AND PUBLIC WILL BE EXCLUDED FOR THE FOLLOWING ITEMS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

Proposed by Cllr Donfrancesco, seconded by Cllr Henderson and **RESOLVED** unanimously.

42. TO CONSIDER MATTERS RELATING TO STAFF PROBATION PERIODS AND MAKE ANY ASSOCIATED DECISIONS

The Town Clerk gave an update on the progress of the Assistant Town Clerk over the past six months during their probationary period.

Cllr Henderson proposed that the Assistant Town Clerk be offered the position on a permanent basis. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

It was discussed that the Glastonbury Information Centre and Museum Manager be offered the opportunity to complete Tourism-related training.

43. TO CONSIDER STAFFING LEVELS, STRUCTURE, AND THE STAFFING BUDGET FOR 2025-26 AND MAKE ANY ASSOCIATED DECISIONS

The committee considered a report relating to responsibilities and current pay scales.

Cllr Henderson that the recommendations in the report be accepted and various scale point increases be effective as of April 2025. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

The committee considered the scale point for the role of Town Clerk. The Town Clerk then left the room whilst the committee deliberated, and was subsequently invited back in.

Cllr Lokabandhu proposed a new Spinal Column Point for the role of Town Clerk. This was seconded by Cllr White and **RESOLVED** unanimously.

Cllr Henderson proposed that the budgeted increase for the 2025-26 National Joint Council's Annual Pay Award be 3.5%. This was seconded by Cllr White and **RESOLVED** unanimously.

44. TO SHORTLIST CANDIDATES FOR INTERVIEW FOR THE POSITION OF RESPONSIBLE FINANCIAL OFFICER

The committee shortlisted four candidates for the position.

The interview panel was agreed to be Cllrs Cousins and White, with Cllr Donfrancesco as a back up in case of illness, and the Town Clerk.

45. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014, THE PRESS AND PUBLIC WILL BE INVITED BACK FOR THE REMAINDER OF THE MEETING

Proposed by Cllr Lokabandhu, seconded by Cllr Henderson and **RESOLVED** unanimously.

46. TO NOTE THE DATE OF THE NEXT MEETING AND CONSIDER ANY ADDITIONAL MEETINGS

The next meeting will be held on 5 February 2025.

SIGNED:	DATE:
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