



GLASTONBURY TOWN COUNCIL

Minutes of Staffing Committee held on 30 October 2024 at 7pm	
Councillors Present	Lokabandhu, J. Cousins, I. Donfrancesco, S. Henderson, M. Oakden, M. White
Apologies	
Absent	
In Attendance	Town Clerk and Town Hall Manager
Public Participation	0 members of the public were present.

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

All members were present.

30. DECLARATIONS OF INTEREST

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

31. 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.

32. 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 Henderson, seconded by Cllr White and **RESOLVED** unanimously.

33. TO RECEIVE AND CONSIDER AN UPDATE ABOUT STAFFING FROM THE TOWN CLERK AND MAKE ANY ASSOCIATED DECISIONS

An update was given by the Town Clerk and **NOTED**.

34. TO RECEIVE AN UPDATE ON NEW STARTERS AND CONSIDER MATTERS RELATING TO STAFF PROBATION PERIODS

An update was given by the Town Clerk and **NOTED**.

Initial:

Date:

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35. TO CONSIDER STAFFING LEVELS, STRUCTURE, AND THE STAFFING BUDGET FOR 2025-26

A discussion was held and the Town Clerk will bring figures back to a future meeting of the Staffing Committee for consideration ahead of the budget setting.

Cllr Donfrancesco proposed that the Town Clerk be delegated the task of commissioning the report that was required in relation to the retirement of a member of staff. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

Cllr Donfrancesco proposed that the Town Clerk create a Job Description and Person Specification for the role of Responsible Finance Officer including the salary spinal column points and the timelines for recruitment. The Town Clerk will then circulate this via email and then advertise the position. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

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

36. 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 White and **RESOLVED** unanimously.

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

The next meeting will be held on 2 December 2024.

SIGNED:	DATE:
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