



GLASTONBURY TOWN COUNCIL

Minutes of Staffing Committee held on 5 June 2024 at 7pm	
Councillors Present	J. Cousins, I. Donfrancesco, Lokabandhu, M. Oakden and M. Smyth
Apologies	
Absent	S. Henderson
In Attendance	Town Clerk
Public Participation	0 members of the public were present.

1. TO NOTE THE CHAIR AND DEPUTY CHAIR OF THIS COMMITTEE AS PER THE TERMS OF REFERENCE

Cllrs Lokabandhu and White as Mayor and Deputy Mayor are **NOTED** as the Chair and Deputy Chair of this committee respectively.

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

No apologies had been received.

3. DECLARATIONS OF INTEREST

No declarations of interest were made in addition to those already disclosed to the Monitoring Officer.

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

The minutes of the previous meeting were considered a correct record and were duly **SIGNED** by the Chair.

5. TO CONSIDER AND ADOPT THE STAFF HANDBOOK

This item was deferred as the Town Clerk had not had sufficient time to review the document in detail.

6. 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 White, seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

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7. TO CONSIDER MATTERS RELATING TO STAFF PROBATION PERIODS

Cllr Cousins proposed that the discussed probation period be extended by a period of three months. This was seconded by Cllr Donfrancesco and **RESOLVED** unanimously.

8. TO CONSIDER A REQUEST FROM THE VISITOR EXPERIENCE MANAGER

Cllr Donfrancesco proposed that with regret the Town Council will decline the request for seasonal remote working because of the nature of the role business and the need for front-of-house cover year-round. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

9. TO CONSIDER APPLICATIONS FOR THE VISITOR EXPERIENCE OFFICER POST

Cllr Oakden proposed that all three candidates be interviewed for the position. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

The interview panel was **AGREED** to be Cllrs Donfrancesco, White, and the Town Clerk.

10. TO CONSIDER AN APPRENTICESHIP ROLE FOR THE GLASTONBURY INFORMATION CENTRE

This item was deferred owing to a lack of information.

11. TO CONSIDER AN UPDATE TO POTENTIAL CONSULTANCY SUPPORT FOR THE TOWN COUNCIL

Cllr Donfrancesco proposed to accept the proposal from 4Front Coaching and Consultancy to support the Town Council with its Emergency plan and the process of Devolution. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

12. TO CONSIDER FUTURE OFFICE PROVISION FOR THE TOWN COUNCIL STAFF TEAMS

Cllr Donfrancesco proposed that it be recommended to the Property and Assets Committee that the Small Hall becomes an open plan office for all Town Council staff once the works to St Dunstan's House are complete. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

13. TO NOTE THE TOWN CLERK'S APPRAISAL

The appraisal was noted by councillors and the Town Clerk was thanked for his hard work.

14. 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 Donfrancesco, seconded by Cllr White and **RESOLVED** unanimously.

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

The next ordinary meeting will be held on 30 July 2024 at 7pm subject to having enough business to transact.

SIGNED:	DATE:
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