



GLASTONBURY TOWN COUNCIL

Minutes of Staffing Committee held on 9 October 2025 at 7pm	
Councillors Present	Lokabandhu, White, Oakden, and Price
Apologies	Cllr Smyth
Absent	
In Attendance	Town Clerk
Public Participation	0 members of the public were present.

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

Cllr Smyth had offered his apologies owing to a personal commitment. These apologies were duly **NOTED**.

19. DECLARATIONS OF INTEREST

No declarations in addition to those already declared to the Monitoring Officer were made.

20. TO SIGN THE MINUTES OF THE PREVIOUS MEETING AS A CORRECT RECORD

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

21. TO CONSIDER AND ADOPT THE STAFF HANDBOOK

Cllr Oakden proposed that the staff handbook be adopted with the additions of the Town Council's safeguarding policy, once it is adopted. This was seconded by Cllr Price and **RESOLVED** unanimously.

22. TO CONSIDER ANY NEW ROLES FOR RECRUITMENT IN THE 2026-27 FINANCIAL YEAR

Cllr Oakden proposed that a communications role be created as a contract opportunity for a self-employed person or an organisation. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

23. 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 Lokabandhu, seconded by Cllr Price and **RESOLVED** unanimously.

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24. TO RECEIVE AND CONSIDER AN UPDATE ON STAFFING

Members received a verbal update.

25. TO CONSIDER MATTERS RELATING TO NEW STAFF MEMBER’S PROBATIONARY PERIODS

Cllr Lokabandhu proposed that a spinal column point uplift of one grade be awarded to the Responsible Financial Officer upon successful completion of her probationary period, and that it be backdated to the day after this period ended. This was seconded by Cllr Oakden and **RESOLVED** unanimously with thanks being passed to the RFO.

26. TO CONSIDER STAFF JOB TITLES, JOB DESCRIPTIONS, AND PAY GRADES

The committee agreed to review a set of targets for the Assistant Town Clerk to work toward the role of Deputy Town Clerk in the 2025-27 financial year.

27. TO CONSIDER STAFF WORKING PATTERNS

No changes to working patterns were agreed.

28. 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 Price, seconded by Cllr Oakden and **RESOLVED** unanimously.

29. TO CONSIDER THE STAFFING BUDGET FOR 2026-27

Cllr white proposed that the Town Council budget for a nationally-agreed 3.5% cost of living increase across the staffing budget. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

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

The next meeting will be held when there is sufficient business to consider.

SIGNED:	DATE:
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