



GLASTONBURY TOWN COUNCIL

Minutes of Staffing Committee held on 26 November 2025 at 7pm	
Councillors Present	Lokabandhu, White, Oakden, Smyth, and Price
Apologies	
Absent	
In Attendance	Town Clerk
Public Participation	0 members of the public were present.

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

No apologies had been offered and all members were in attendance.

32. DECLARATIONS OF INTEREST

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

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

The minutes of the previous meeting were not available and were deferred, however, members were read decisions from the Town Clerk's notes and agreed with the contents of the notes.

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

Cllr Price proposed the contents of the draft communications contract be agreed and sent to Cllr Cousins for review. The Town Clerk is delegated to make any minor amendments before it is published in conjunction with councillors. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

35. 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 Oakden and **RESOLVED** unanimously.

36. TO RECEIVE AND CONSIDER AN UPDATE ON STAFFING

Members received a verbal update.

37. TO CONSIDER MATTERS RELATING TO NEW STAFF MEMBER'S PROBATIONARY PERIODS

Initial:

Date:

7

Councillors considered the probationary period for the position of Operational Lead at St. Dunstan’s House Community Health & Wellbeing Centre. It was proposed by Cllr Price that owing to the delay with the building opening that the role’s contract be extended by two months and the probationary period also be extended by two months. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

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

Cllr Price proposed that staff that had fallen under the Living Wage as set by the living Wage Foundation be brought to the Spinal Column Point level, but above, this level and that the increase be backdated to 22 October 2025 when the new Living Wage was announced. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

The Committee **AGREED** a set of objectives and targets for the Assistant Town Clerk to meet in order to progress to the role of Deputy Town Clerk, if achieved, by September 2026.

The Committee **AGREED** to add £10,000 to their budget for an independent, specialist job evaluation scheme to be undertaken in 2026 across the whole organisation to ensure that job descriptions, titles, and pay are all adequate for the Town Council.

39. TO CONSIDER STAFF WORKING PATTERNS

Cllr Smyth proposed that the request for a change of working pattern for a member of the Community Services Officers team to go from 37 hours per week to 25 hours per week be agreed. This was seconded by Lokabandhu and **RESOLVED** unanimously.

40. 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 White, seconded by Cllr Smyth and **RESOLVED** unanimously.

41. TO CONSIDER THE STAFFING BUDGET FOR 2026-27

The Town Clerk and Responsible Financial Officer will present a staffing budget to take account of these decisions to Finance and General Purposes in December.

42. 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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