

Minutes of Staffing Committee Meeting

A meeting of the Staffing committee took place on Monday 14th October at 12.30 in the Meeting Room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr M Maund - **Chair**
Cllr S Gulleford

Cllr A Dickey – **Vice Chair**

Cllr J Greenwood

Also in attendance: Clerk to the Council

Cllr Maund Opened the meeting as the Chair of the committee from the previous municipal year.

001/24 Election of Chair of the committee

Cllr Maund called for nominations for the election of Chair. Cllr Greenwood proposed, Cllr Dickey Seconded Cllr Maund as chair of the committee. This proposal was unanimously **Resolved**.

002/24 Election of Vice Chair of the committee

Cllr Maund called for nominations, Cllr Maund proposed Cllr Dickey, this was seconded by Cllr Greenwood. This proposal was unanimously **Resolved**.

003/24 Apologies for absence:

Apologies were noted from Cllr Webb

004/24 Declarations of interest:

There were no declarations of interest.

005/24 Minutes of Meeting:

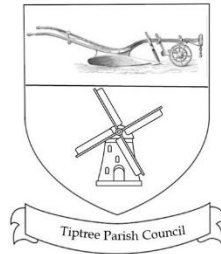
The minutes of the meeting held on 27th March 2024 were proposed, seconded, and unanimously **Resolved** as being an accurate record and duly signed.

006/24 Exclusion of the Press and Public:

It was unanimously **Resolved** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

007/24 Additional Staff members

After discussion it was proposed, seconded and **Resolved** that the clerk would include in the agenda for the next full council meeting information, a draft job description, advert and pay scale for a Communications and Administration officer.



008/24 Staffing of the community centre

After discussion it was proposed seconded and **Resolved** that the staffing committee would ask the Community committee to create a criteria for when there is a need for a staff member on site at the community centre.

009/24 Salaries for 2025/26 budget

Current salary levels were discussed as well as future salary levels and additional staff.

010/24 Job Description review 2024

Job descriptions were discussed and the committee asked the Clerk to further review with the Head Groundman this job description.

011/24 Chair closed the meeting at 13.51

Signed Date: