

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Thursday 9th November 2023 at 18:30hrs
in the Council Chamber, Brownsfield Road, Thattham

Present: Councillor Mark Lillycrop (Chairman)
 Councillors Suzanne Adamantos, Mike Cole, Owen Jeffery and Tom McCann

In attendance: Mel Taylor (Town Clerk)
 Dr Carlton Brand, Local Council Consultancy (remotely via video link)

STA/2023/12 APOLOGIES FOR ABSENCE

There were no apologies for absence.

STA/2023/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

STA/2023/14 MINUTES

RESOLVED to take as read and confirm as accurate, the Minutes of the meeting held on 31st August 2023.

STA/2023/15 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.

STA/2023/16 STAFFING MATTERS

a) Staff Incentive

The Town Clerk advised that following introduction of a new budget line in the 2023/24 budget for staff incentive, a team building exercise was being pursued for spring and a new internal staff recognition scheme was introduced in September 2023 with a small reward (gift voucher) being awarded at each bi-monthly officers' meetings to recognise great work.

b) Request from the Events Manager

Committee received a request from the Events Manager and it was agreed that this be considered in harmony with the staff review.

c) Staff Review

i. Following agreement at the last meeting to undertake a staff review, it was confirmed that this was undertaken by Local Council Consultancy between 5th and 10th October 2023. The resulting report and recommendations were considered.

RESOLVED to recommend to Full Council, when it meets on 27th November 2023, that the recommendations emerging from the staff review be implemented, with the exception of the proposed Neighbourhood Plan post which would be discussed further at a future meeting.

ii. A proposal from Local Council Consultancy to draft job descriptions and person specifications was considered.

RESOLVED to commission Local Council Consultancy to draft job descriptions and person specifications at a cost of £592.50 + expenses.

There being no further business the Chairman declared the meeting closed at 19:38hrs.

Signed: _____

Date: _____