

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Tuesday 16th January 2024 at 17:00hrs
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)

STA/2024/01 APOLOGIES FOR ABSENCE
 There were no apologies for absence.

STA/2024/02 DECLARATIONS OF INTEREST
 There were no declarations of interest.

STA/2024/03 MINUTES
RESOLVED to take as read and confirm as accurate, the Minutes of the meeting held on 9th November 2023.

STA/2024/04 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/2024/05 STAFFING MATTERS
 Following adoption of the Staff Review report and recommendations therein by Full Council on 27th November 2023 (FULL/2023/109), Committee considered next steps.

RESOLVED To confirm details, as follows:

- i. That John Sackett's (Events Manager) request to reduce from 37hrs per week to 22.5hrs per week take effect from 1st January 2024.
- ii. That Emily Moseley's (Events Officer) hours increase from 24hrs per week to 30hrs per week, with effect from 1st January 2024, to support the reduction in the Events Manager's hours.
- iii. That the role of Health & Safety Manager (formerly with the Services Manager) be added to Kent Purbrick's (Facilities Manager) job description, hours increase from 30hrs¹ per week to 37hrs per week, and pay scale shall increase from SCP 25 (2023/24) to SCP 28, with effect from 1st April 2024.
- iv. That Karen Tangney's (Finance Officer) hours increase from 15hrs per week to 30hrs per week with effect from 1st April 2024, with additional responsibilities.
- v. That the Town Clerk post be increased from SCP 45 (2023/24) to SCP 50 with effect from 1st April 2024.
- vi. That the temporary full-time Admin Officer role be made permanent on the same terms, SCP 11 (2023/24).
- vii. That the Maintenance Officer's fixed term contract, due to expire 31st March 2024, be made permanent.

¹ Kent has been working 37hrs per week on a temporary arrangement to support the vacant Services Manager post

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STA/2024/05 STAFFING MATTERS continued

- viii. That Laura Carlin be appointed Deputy Town Clerk and hours increased to 37hrs per week with effect from 1st April 2024 at SCP 24, rising to SCP 29 from 1st April 2025, following training and induction, and pending successful completion of probationary period.
- ix. That a Projects Manager (*) be recruited at 30hrs per week, at SCP 29.
- x. That a Place Manager [Planning & Highways and Town Centre] (*) be recruited at 37hrs per week, at SCP 29.
- xi. That a Community Engagement Manager (*) be recruited at 30hrs per week, at SCP 24.
- xii. That job descriptions and person specifications be reviewed and agreed via email.
- xiii. To advertise all new roles collectively with fulfillment dependent on the suitability of applicants.

There being no further business the Chairman declared the meeting closed at 18:15hrs.

Signed: _____

Date: _____