

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Staff Committee
held on Friday 6th September 2024 at 15:00hrs
in the Council Chamber, Brownsfield Road, Thattham

Present: Councillor Suzanne Adamantos (Chairman)
 Councillors Jeremy Cottam (substituting for Owen Jeffery), Tom McCann
 and Petra Pemberton

In attendance: Mel Taylor (Town Clerk)

STA/2024/06 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Owen Jeffery (Councillor Jeremy Cottam appointed as substitute).

STA/2024/07 DECLARATIONS OF INTEREST

There were no declarations of interest.

STA/2024/08 MINUTES OF PREVIOUS MEETING

RESOLVED

to take as read and confirm as accurate, the Minutes of the meeting held on 16th January 2024.

STA/2024/09 PROPOSED AMENDMENT TO OFFICE OPENING HOURS

Committee considered a request from the Town Clerk that the office opening hours be amended to provide Officers with more flexibility to support their work/life balance.

RESOLVED

to support the Town Clerk and Officers request and that the office opening hours be changed to 09:00hrs to 16:30hrs, providing Officers with flexibility to conduct their working hours around these core times.

STA/2024/010 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/2024/11 STAFFING MATTERS

Committee considered a report from the Town Clerk on staffing matters.

RESOLVED

that having been on a reduced salary whilst undertaking training, to uplift the Deputy Town Clerk's salary to SCP 29, this being the appropriate scale for the role, with effect from 1st October 2024.

RESOLVED

to contract an Employee Assistance Programme with Health Assured, through Peninsula, the Town Council's HR Support Service, at a cost of £891 per annum, for 33 members (18 x Councillors, 15 x Staff) on a five-year contract.

There being no further business the Chairman declared the meeting closed at 15:45hrs.

Signed: _____

Date: _____