



## MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 13<sup>th</sup> OCTOBER AT 9AM

### **PRESENT:**

David Anderson  
Mitchell Philpott

Mary Evans

Kay Montandon

Also in attendance: Faye LeBon (Town Clerk).

It was **agreed** that Kay Montandon would chair this committee meeting.

### **1. To Receive Apologies for Absence**

Apologies were received Trevor Bennett, Cheryl Bould and Michael Goodwin.

### **2. To Receive any Declarations of Interest or Requests for Dispensation**

None raised.

### **3. To Agree Minutes from the Meeting of 24<sup>th</sup> February 2025**

The draft minutes had been previously circulated. These were **agreed** and signed by the Chairman as a true and accurate record of the meeting.

### **4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**

No matters raised.

### **5. Exclusion of the Press and Public**

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for item 6, in view of the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

### **6. To Appoint Person as Detailed in Confidential Report to Councillors**

A report and subsequent recommendation had been sent to councillors on 8<sup>th</sup> October. This was considered and it was **agreed** to appoint Council HR and Governance Support.

*The meeting was reopened to the press and public*

**7. To Note Items for Information and Inclusion in a Future Agenda**

Review of staffing policies and subsequent adoption of handbook  
HR Software – brainstorming  
Delegation in Clerk's absence  
Staff Appraisals  
Staffing Budget 2026/2027

**8. Date of Next Meeting**

The next meeting will be Monday 20<sup>th</sup> October at 2pm.

There being no further business to conduct the meeting was closed at 9.24am