



# New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP  
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**Minutes of the meeting of the New Alresford Town Council - Staffing Committee meeting held at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, on Tuesday 25 June 2019 commencing at 7.00pm**

| Name               | Present | Apologies | Absent |
|--------------------|---------|-----------|--------|
| Cllr Evans (Chair) | ✓       |           |        |
| Cllr Bean          | ✓       |           |        |
| Cllr Holmes        | ✓       |           |        |
| Cllr Jeffs         |         |           | ✓      |

**ALSO PRESENT:** Marcia Phillibert – Town Clerk, Keith Divall – Chair of Council

The Chair welcomed all present to the meeting.

**S19/019 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.**

No apologies received

**S19/020 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS ON ITEMS ON THE AGENDA.**

No declarations received

**S19/021 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011.**

The Clerk advised nothing received for this meeting

**S19/022 TO REVIEW AND APPROVE DRAFT TERMS OF REFERENCE - STAFFING COMMITTEE**

The Draft Terms of Reference be accepted

A proposal was received, seconded and voted in favour of approving the Terms of Reference.

**RESOLVED: That the Terms of Reference be approved.**

**S19/023 TO RECEIVE STAFF APPRAISALS FOR FRANCES SIMPSON AND BILL RUSHTON**

The Clerk read the out the appraisals for both Frances Simpson – Committee Clerk and William Rushton - Litter Pick including gradings, which were countersigned by the Chair.

A proposal was received, seconded and voted in favour of accepting the staff appraisals and gradings for both Frances Simpson and William Rushton.

**RESOLVED: That the staff appraisals and gradings for both Frances Simpson and William Rushton be approved.**

**S19/024 TO RECEIVE CLERKS REPORT REGARDING APPRAISAL PROCESS**

The Clerk shared the findings of implementing the staff appraisal process. Both manager and staff found the appraisal process easy to work and recommends that the appraisal process is formally adopted.

A proposal was received seconded and voted in favour of formally adopting the appraisal process.

**RESOLVED: That the staff appraisal process be formally adopted.**

**S19/025**      **TO AGREE SCHEDULE TO RECEIVE FULL AND INTERIM APPRAISALS FOR ALL MEMBERS OF STAFF.**

The clerk shared the schedule of Interim and end of year timetable for all staff members. The majority of staff appraisals will be in October and March.

Also recommended that the Litter-Pick be placed on the pay scales as with all other members of staff

A proposal was received seconded and voted in favour of placing William Rushton on a Pay scale to commence from the time of appraisal.

**RESOLVED: That William Rushton be placed on a pay scale to commence from the time of staff appraisal.**

**S19/026**      **TO AGREE PAY SCALES FOR ALL MEMBERS OF STAFF.**

All staff pay scales reviewed only amendment is as per Resolution S19/025

**S19/027**      **TO ARRANGE MEETINGS WITH INDIVIDUAL MEMBERS OF STAFF REGARDING NEW, NEW ALRESFORD TOWN COUNCIL EMPLOYMENT CONTRACTS.**

The Clerk advised that all staff on the old employment contract be formally advised of the new contract. That the Clerk ensures that the process is implemented correctly.

A proposal was received seconded and voted in favour of a trial staff appraisal including interim appraisal process. There are two members of staff due for appraisals. The appraisals to be conducted and the Town Clerk to report back to the next Staffing Committee.

**RESOLVED: That a trial staff appraisal including interim appraisal process.**

**There are two members of staff due for appraisals. For the appraisals to be conducted and the Town Clerk to report back to the next Staffing Committee.**

The meeting concluded at 7.46 pm

**DATE OF NEXT MEETING TUESDAY 8 JULY 2019 AT ALRESFORD RECREATION CENTRE, THE AVENUE, ALRESFORD, SO24 9EP, COMMENCING AT 2.00PM**