



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP
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Minutes of the Meeting of Staffing Committee held on Tuesday 12th March 2024 commencing at 7.00pm

Name	Present	Apologies	Absent
Cllr Eager (Chair)	✓		
Cllr Bean	✓		
Cllr Byrne	✓		
Cllr Dakin	✓		
Cllr Evans	✓		
Cllr Jeffes	✓		

IN ATTENDANCE: Richard Doughty (Town Clerk)

S23/01 **APOLOGIES FOR ABSENCE**

None

S23/02 **INTERESTS AND DISPENSATIONS**

None

S23/03 **PUBLIC PARTICIPATION**

None

S23/04 **TO ELECT A VICE CHAIR**

RESOLVED: To elect Cllr Dakin as Vice Chair of the Committee.

S23/05 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED: The Staffing Committee exercises the right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted. (*Public Bodies (Admission to Meetings) Act 1960 section 1 (2)*).

S23/06 **EMPLOYMENT CONTRACTS**

RESOLVED: To delegate two members of the Committee to consult with individual staff members regarding their comments on the staff contract.

RESOLVED: To delegate Cllrs Dakin and Eager to conduct individual staff consultation meetings.

RESOLVED: To allocate up to two hours per consultation meeting.

RESOLVED: That Cllr Dakin and Eager report to the Committee with recommendations regarding the staff contract and that they have scope to recommend changes to the current contract under consultation or recommend use of the NALC/SLCC model contract issued in December 2023.

ACTION: That the Town Clerk report to the Committee regarding matters related to the development of the staff contract as instructed.

S23/07

TERMS OF REFERENCE

RESOLVED: That no changes to the Terms of Reference are recommended at this time and that the Committee will recommend any changes to Council at the Annual Meeting of the Council.

S23/08

STAFFING MATTERS

a. 2024 PAY DATES

RESOLVED: To pay staff on the 25th of the month or the Friday before if the 25th falls on a weekend or public holiday.

ACTION: That the Town Clerk distribute to the Committee the list of pay days for 2024.

b. RESOLVED: To approve up to an additional 5 hours a week for the caretaker to undertake litter collection for the month of March.

The meeting closed at 8.05 pm.

Chair

Date: