



# NEW ALRESFORD TOWN COUNCIL

Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP  
Tel: 01962 732079 Website: [www.newalresford-tc.gov.uk](http://www.newalresford-tc.gov.uk)

## Minutes of the Meeting of Staffing Committee held on Tuesday 12<sup>th</sup> November 2024 commencing at 7.00 pm

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

**IN ATTENDANCE: Richard Doughty (Town Clerk)**

**S24/09**

### **APOLOGIES FOR ABSENCE**

**RESOLVED:** To accept apologies from Cllrs Dakin.

**S24/10**

### **INTERESTS AND DISPENSATIONS**

None

**S24/11**

### **MINUTES**

**RESOLVED:** To approve minutes of the Staffing Committee meeting held on 10<sup>th</sup> September 2024

**S24/12**

### **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)*).

**S24/13**

### **STAFF APPRAISAL TEMPLATE**

**RESOLVED:** To approve the revised staff appraisal template with minor amendments.

**S24/14**

### **JOB DESCRIPTION TEMPLATE**

The Committee did not approve a job description template and agreed to look for more suitable templates.

**S24/15**

### **STAFFING MATTERS**

The Committee discussed matters impacting resourcing and staff.

**S24/16**

**STAFFING BUDGET 2025/26**

**RESOLVED:** To recommend the staffing budget to Council as agreed.

Chair .....

Date: .....