

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at Dursley Library, May Lane, Dursley at 6:30pm on Tuesday 24<sup>th</sup> October 2017 for presentation to the Council on Tuesday 7<sup>th</sup> November 2017.

**PRESENT**

Councillors: Mayor Grecian, B Cairns, J Burdge, M Nicholson, A Stennett, S Creswick, S Abraham.

Officers: J Kay; Town Clerk.

Absent: W Paice & A Sheffield

1. There were no apologies.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held 13<sup>th</sup> June 2017 were signed by the Chair.
4. Terms of Reference  
The Terms of Reference for the Staff Committee had not been reviewed since 2011. **IT WAS AGREED** the following amendments be made and the revised Terms of Reference referred to Council for approval on the 7<sup>th</sup> November 2017:

- The term of “Chair” and “Vice-Chair” to be used.
- “Recruitment” to be added to clause 4
- Clause 6 refers to Clause 3, this should be changed to Clause 4.

5. Office Closure – 18<sup>th</sup> to 22<sup>nd</sup> December 2017  
The Town Clerk requested a closure of the office between 18<sup>th</sup> and 22<sup>nd</sup> December to the public to allow the staff to archive the existing files at Jacobs House.

**IT WAS RESOLVED** to agree the request of the Town Clerk, but a notice to be provided advising the public only urgent business would be attended to during these dates.

6. Office Closure for the Festive Period – 22<sup>nd</sup> December 2017 to 2<sup>nd</sup> January 2018.

**IT WAS RESOLVED** for the office to close for the festive period on 22<sup>nd</sup> December 2017 and re-open to the public at 10am on Tuesday 2<sup>nd</sup> January 2018.

7. **IT WAS RESOLVED** to carry out the remainder of business in committee due to the confidential nature of the business. There were no members of the public or press present.

8. 2017 Staff Appraisals

The Mayor & Town Clerk presented the outcome and recommendations from the 2017 staff appraisals.

**IT WAS RESOLVED** to accept the recommendations:

- A review of the existing Grounds Staff contracts.
- Salary increases of one increment for the Senior Amenity Grounds Person, Assistant Amenity Grounds Person and Administration/Finance Assistant.
- An allowance to be paid to the Assistant Amenity Grounds Person in the absence of the Senior Grounds Person for recognition of existing duties.

9. Staffing Budget & Projects 2018 to 2021

**IT WAS RESOLVED** for the draft budget, projects and transfer of reserves to be referred to Council at the meeting on Tuesday 21<sup>st</sup> November 2017.

10. Assistant Amenity Grounds Person

**IT WAS RESOLVED** for the Town Clerk to commence with the advertisement of a new position within the Council for a second Assistant Amenity Grounds Person.

The meeting closed at 7:20pm.

.....Chairman

.....Date