

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Tuesday 6th September 2022 at 2.00pm at Woodhouse Community Centre

Present: Councillor E Blezard
Councillor H Jones
Councillor B Mayne
Councillor P Mayne - Chairman
Councillor A Wood
D Johnston – Town Clerk & RFO

Absent: Councillor A Bones
Councillor J Botterill

10. **Apologies for Absence**

RESOLVED that apologies be received from Councillor A Bones.

11. **Declarations of Interest**

There were no declarations of interest made.

12. **Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the press and public were required to be excluded.

13. **Minutes**

RESOLVED that the the minutes of a meeting of the Staffing Committee held on Monday 16th May 2022 (Minute Numbers 1-9; Pages 1-3) be received and the contents contained therein be approved.

14. **Resignation and Retirement of a Member of Staff**

RESOLVED that the retirement of the member of staff be noted and that a suitable retirement gift be arranged through the Mayors Allowance.

15. Recruitment of Member of Staff - Cleaner

The Town Clerk prepared a series of documents relating to the recruitment of a new cleaner at the Town Hall. These documents included a report on contracted hours and salary scale, a Job Description, and the draft of the advertisement.

RESOLVED that the recruitment process begin for a cleaner at Normanton Town Hall based on a 15-hour per week contract, at the rates set out in the agreed Job Description. The contracted hours would be reviewed regularly as the role develops and the Town Hall becomes more well used.

The closing date for applications would be Monday 19th September 2022.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.