

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Monday 6<sup>th</sup> February 2023 at 2.00pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor A Bones  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor A Wood  
Donna Johnston – Town Clerk

Absent: Councillor H Jones

### 16. **Apologies for Absence**

Apologies were received on behalf of Councillor H Jones.

### 17. **Declarations of Interest**

Members were reminded of the requirement to declare an interest on any item on the agenda in which they had an interest.

There were no declarations made.

### 18. **Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all items relating to Town Council employees are taken in private due to the confidential nature of the information to be discussed.

### 19. **Minutes**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 6<sup>th</sup> September 2023 (Minute Numbers 10-15; Pages 4-5) be received and the contents contained therein be approved.

### 20. **Flexitime and Time Keeping**

A report was provided on flexitime and time keeping.

It was reported that the Town Clerk had built up a significant number of additional hours due to the refurbishment work at the Town Hall.

It was agreed that the Town Clerk would continue to take back her hours where possible over the course of the next twelve months and the position would be reviewed in a years' time.

It was reported that flexitime within the office was not currently operating, and staff were working set hours with TOIL being credited for pre-agreed overtime and events.

**21.     Sickness and Absence**

There were no sickness or absence issues to report.

**22.     Annual Leave**

A report was received on annual leave booked and outstanding for the current year.

RESOLVED that the report be received.

**23.     Training**

A report was provided on training requirements, and it was reported that training would be focussed primarily on the free courses available within Citation and Scribe.

There was a need identified for FILCA training for the Town Clerk and Admin Officer and ILCA training for the Admin Assistant. Costs for these courses would be provided at a future meeting.

RESOLVED that the report be received.

**24.     Workload**

It was reported that workload was manageable at present but there was additional work expected with the new bookings at the Town Hall, Allotments work and training on the new accounting system.

Members reminded the Town Clerk to delegate her work where possible to share the workload amongst the team.

Training on new aspects of the role was continuing with the admin staff to enable workload to be effectively managed.

RESOLVED that the report be received.

**25. Appointment of Cleaner – Normanton Town Hall**

RESOLVED that Tracey Hargreaves appointment on 6<sup>th</sup> October 2022 as Cleaner at Normanton Town Hall be confirmed on the previously agreed terms and conditions.

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