



# New Alresford Town Council

## STAFFING COMMITTEE MEETING

**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
OF NEW ALRESFORD TOWN COUNCIL held on  
Wednesday 6<sup>th</sup> December 2017 at 6.30PM in the Town Council Offices, Alresford**

	In Attendance	Apologies	Absent
Cllr Boyes	✓		
Cllr Deeming	✓		
Cllr B Jeffs	✓ (6.38pm- 8.08pm)		
Cllr Pinch		✓	
Cllr Spencer	✓		

Also present: Cllr Power (6.30pm-6.45pm), Cllr Evans, Karen Ross- Locum Clerk

- 171201 To receive and accept apologies for absence**  
Apologies were received and accepted from Cllr Pinch
- 171202 To receive Declarations of Interest on Agenda Items**  
There were no declarations of interest on the agenda
- 171203 To receive the Minutes of Staffing Committee meeting**  
The minutes of the staffing committee meetings held on 13<sup>th</sup> and 26<sup>th</sup> September 2017 were signed as a true record of the meeting.
- 171204 To consider the job specification for the Town Clerk position**  
**It was agreed to propose to full Council that the Town Clerk position would be**
- full time
  - permanently office based.
  - offer a salary scale of 35-38
  - Start date 1<sup>st</sup> May 2017 but subject to negotiation
- The personal specification will be completed by the Clerk and Chairman of staffing committee.
- 171205 To agree the procedure for recruiting for the Town Clerk position**  
The role will be advertised with SLCC, HALC, NALC and in the Alresford Forum
- 171206 To agree the lone working policy**  
It was agreed that further discussions and liaison with staff would take place to ensure a specific policy suitable for the New Alresford Town Council is adopted

- 171207 To agree the Pensions policy as submitted by HCC**  
The Pension policy as submitted to the Town Council by HCC was adopted.
- 171208 To consider the employment of a Cleaner /Cleaning contract**  
This item was deferred
- 171209 To consider the employment of an Admin member of Staff**  
It was  
**RESOLVED**  
to propose to Full Town Council that an admin staff member at £10 per hour at 10 hours per week be employed.
- 171210 Exempt Meeting Resolution: To exclude Public and Press in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A.**  
This was agreed to discuss staffing issues