

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **Minutes of an online meeting of the Staff Sub Committee on Monday 12<sup>th</sup> October 2020 at 7pm**

<b>Cllrs. Present:</b>	<b>Steve Leniec (Chair)</b> <b>Kiera Bentley</b> <b>Jane Boulton</b> <b>Mike Wise</b>
<b>In attendance</b>	<b>Mike Wise</b>
<b>Min no: Item/meeting/year</b>	<b>Cllr. Angela Finn</b> <b>Sally Thurston – Town Clerk</b>
<b>1/1/20</b>	<b>Apologies for Absence</b> Cllr. Bethia Thomas
<b>2/1/20</b>	<b>Minutes of last meeting</b> The minutes of the meeting held on Monday 22 <sup>nd</sup> July 2019 were agreed as a correct record. To be signed at a later date.
<b>3/1/20</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None
<b>4/1/20</b>	<b>Public Participation Time</b> None
<b>5/1/20</b>	<b>Items for Information Only</b> None
<b>Due to the confidential nature of the following items Cllr. Leniec PROPOSED that the meeting move into confidential session. This was SECONDED and RESOLVED.</b>	
<b>6/1/20</b>	<b>Staffing</b> a) Members NOTED a staffing update. Appreciation for the work of the staff through the very difficult Covid period was NOTED. b) Members APPROVED a draft job description for the Town Clerk. The clerk would amend any mention to chairman to chair and change Mayor to chair of council. c) It was RESOLVED the Town Clerks appraisal would be conducted by the Chair and Vice Chair of the Finance and Audit Committee as per Standing Orders. The appraisal would be conducted week commencing 26 <sup>th</sup> October 2020. d) It was RESOLVED that staff be granted an additional day's leave (pro rata for part time staff) for the 20.21 financial year in recognition for their commitment and work over the Covid 19 pandemic.

**Meeting closed 19.27pm**