

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Minutes of a meeting of the Staff Sub Committee on Monday 19th June 2023 at 6pm in the Town Clerks Office

Cllrs present: **Steve Leniec (Chair)**
 Jane Boulton
 Peter Castle
 Gene Webb
 Mike Wise

Officer: **Sally Thurston (Town Clerk)**

- 1. Apologies for Absence**
Cllr. Morgan
- 2. Minutes of last meeting - Tuesday 17th August 2021**
Agreed as a correct record
- 3. Declarations of Interest & requests for dispensations**
None
- 4. Public Participation Time**
None

Due to the confidential nature of the following item it is was PROPOSED it be held in confidential session.

5. Staffing

- a) It was PROPOSED that an agreement be draw up to manage and undertake HR and payroll for a 10 hour per week post to administer the foodbank service and manage the volunteers. The post would be funded at £6,000 per annum, initially for two years. This was RESOLVED. Increases for annual salary increments should also be requested.
- b) It was PROPOSED that internal recruitment for a full time Deputy Town Clerk should take place, to undertake the Town Clerk Statutory duties in their absence. This was SECONDED and RESOLVED.
If internal recruitment was unsuccessful the matter would be revisited.
- c) The Clerk informed the committee that the leisure services team were currently at capacity and any futher work the council wanted to be undertaken should take this into consideration.
This was NOTED.
Solutios such as contracting work and apprenticeship schemes would be investigated.