

SILLOTH-ON-SOLWAY TOWN COUNCIL

Clerk: Wendy Jameson, FMAAT

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16 June 2023

Councillors: You are summoned to attend a meeting of the Staffing Committee which is to be held on Thursday 22nd June 2023 in Silloth Community Hall, Petteril Street, Silloth commencing at 7.00pm. Please let me know if you are unable to attend.

Members of the Public: Members of the public are welcome to attend the meeting from 7pm. Informal public participation will be held at approx. 7:15 pm. Members of the public wishing to address the Council during the public participation section must send their request to the Town Clerk prior to the meeting.

Yours sincerely



Town Clerk

Agenda

1. **Apologies**
To receive and record with reason, any apologies for absence.
2. **Chairman**
To appoint a Chairman of the Staffing Committee.
3. **Meetings**
To agree the calendar of meetings for the coming year.
4. **Declarations of Interest**
To receive declarations of members' interests in respect of items on this agenda.
5. **Exclusion of Press & Public**
To consider whether any items on the Agenda should be considered without the presence of the press and public, on the grounds of confidentiality, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 1(2).
6. **Adjournment of Meeting**
The Chairman will adjourn the meeting to allow members of the public an opportunity to ask questions or raise matters of interest.
7. **Minutes**
To approve the minutes of the meeting held on the 11 July 2022 as a true record.
8. **Public Participation**
Members of the public are invited to speak for a maximum of 3 minutes each. The maximum total time for public participation will be 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.
9. **Staffing matters**
To receive an update on staffing arrangements in relation to the cleaning of the public conveniences etc, decide on any action required and make the necessary arrangements.

Silloth-on-Solway Town Council
Minutes of a meeting of the Staffing Committee
held on Monday 11 July 2022 at 7.00pm

Present:– Cllr. C. Doran (CD).

Councillors

W. Jefferson (WJ), A.J. Markley (AJM), G. Wilkinson (GW) & L. Winter (LW).

Also present: Wendy Jameson (Town Clerk).

393.	Apologies Cllr. M. Orchard	
394.	Declarations of Interest None.	
395.	Exclusion of Press and Public There were no press and public present.	
395.	Minutes It was RESOLVED that the minutes of the meeting held on 7 June 2022 be confirmed as a true record and signed by the Deputy Chairman.	
396.	Adjournment of meeting There had been no requests from members of the public to speak at the meeting.	
397.	Staffing matters a) The committee considered and discussed the contents of the Occupational Health Report and the recommendations made. The recommended working practices and adjustments will be taken on board. It was agreed that the Town Clerk conduct a follow up review with the member of staff and for 6 monthly general staff reviews be undertaken with grounds maintenance staff. b) Various issues were raised at a previous meeting which were briefly discussed. A review of salaries will take place when the NJC salary figures for 2022/23 are received. Workload of the grounds' maintenance staff needs to be monitored. Friends of the Green volunteers do a lot of work on the Green and would be willing to provide additional help if requested. It was suggested that a site meeting of the Parks Committee be arranged, to identify any work that needs attending to on the Green. Cllr. Jefferson did not agree with what was being said and left the meeting. RESOLVED that a request be made for a site meeting of the Parks Committee to be held, with regular meetings over the summer months. Four members of the Staffing Committee are also on the Parks Committee. Proposed date: Mon 25 July at 7pm.	

Signed.....

Date.....