

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



Council Offices  
Main Street  
Grange-over-Sands  
Cumbria  
LA11 6DP

Tel: (015395) 32375  
www.grangeoversandstowncouncil.gov.uk  
email: [council@grangeoversands.net](mailto:council@grangeoversands.net)

V.A.T. Reg.No: 164 8707 80

## Minutes of the Staffing Committee

held in the Chamber, Victoria Hall, on Wednesday 5 July 2023 at 7pm.

Present: Cllrs. R. Handley, T. Thomas, C. Logan and J. Mason.

Mrs. Benbow – Town Clerk.

### MINUTES

#### SC 23/08 Apologies for Absence

Apologies were received from Cllr. A. Walmsley who was absent due to other commitments.

#### RESOLVED

That apologies from Cllr. A. Walmsley who was absent due to other commitments were approved.

#### SC 23/09 Public Participation: Have Your Say

There were no members of the public present.

#### SC 23/10 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held on 6 June 2023.

#### RESOLVED

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 6 June 2023 as a true record.

### **SC 23/11 Declaration of Interests and Dispensations**

There were no interests disclosed in matters to be discussed or requests for dispensations.

### **SC 23/12 Public Bodies (Admission to Meetings) Act 1960**

Members considered if any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

Although there were no public or press present, Members noted that Item 6 was confidential as it concerned individual staff.

### **SC 23/13 Staff Matters**

Members noted an update from the Town Clerk following meetings and considered recommendations.

Members noted that the Hall and Services Manager would be leaving due to resignation.

Members considered recruiting to fill the vacancy and considered the draft recruitment schedule, job description, person specification and salary range (*circulated*).

#### **RESOLVED**

That the following is recommended to Full Council:

- i) That fees incurred, and costs recommended, are approved.
- ii) That the Staffing Committee commences recruitment to fill the vacancy and that the draft recruitment schedule, job description, person specification and salary range are approved.

### **SC 23/14 Next Meeting**

Members noted that the next meeting of the Staffing Committee would be convened as required. The meeting closed at 8.20 pm.

Signed

Chairman

Date