

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Tricia Thomas

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



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

## Minutes of the Staffing Committee

held in the Council Office, Victoria Hall, on Tuesday 28 February at 6.30pm.

Present: Cllrs. Thomas, A. Walmsley and Handley.

Mrs Benbow – Town Clerk

### MINUTES

#### SC 22/16 Apologies for Absence

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

#### RESOLVED

That apologies from Cllr. Mason due to other commitments were approved.

#### SC 22/17 Public Participation: Have Your Say

There were no members of the public present.

#### SC 22/18 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held on 7 February 2023.

#### RESOLVED

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 7 February 2023 as a true record.

### **SC 22/19 Declaration of Interests and Dispensations**

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

### **SC 22/20 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 7 was confidential as it concerned individual staff.

### **SC 22/21 Recruitment – Caretaker**

- a. Members considered the draft job description, terms and conditions and person specification.

**RESOLVED**

That the draft job description, terms and conditions and person specification, for the role of part-time Caretaker, were recommended to Full Council for approval.

- b. Members appointed the recruitment panel and agreed recruitment schedule and interview dates.

**RESOLVED**

That the appointed recruitment panel and agreed recruitment schedule and interview dates were recommended to Full Council for approval.

### **SC 22/22 Staff Matters**

Members received a report from the Town Clerk and noted that there were no actions for recommendation to Full Council.

### **SC 22/23 Next Meeting**

Members noted that the next meeting of the Staffing Committee would be convened as required. The meeting closed at 7.15 pm.

Signed

Chairman

Date