

MINUTES OF THE **MEETING** OF THE **STAFFING COMMITTEE** HELD ON **WEDNESDAY 31<sup>st</sup> JULY 2024** AT 7.00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

**PRESENT:** Councillor R Buscombe (Chairperson) Presiding  
M Joyce (Vice Chairperson)

Councillors L Cooke  
A Gibbs  
L Wood

Also in attendance, Cllr C Parker

In attendance: Phil Rowe – Town Clerk  
Sam Scott – Deputy Town Clerk & RFO  
Linda McGuirk – Principal Administrator  
Nigel Canham – Communications Advisor

**138. ELECTION OF CHAIRPERSON OF THE STAFFING COMMITTEE 2024/25**

Nominations were received for the election of the Chairperson of the Staffing Committee for the year 2024/2025.

Accordingly, it was:

**RESOLVED** that Councillor Richard Buscombe be elected Chairperson of the Staffing Committee for the year 2024/2025.

**139. APOLOGIES FOR ABSENCE**

A valid reason for absence was received from Councillor D Corney-Walker .

**140. APPOINTMENT OF VICE-CHAIRPERSON OF THE STAFFING COMMITTEE 2024/25**

Nominations were received for the appointment of the Vice-Chairperson of the Staffing Committee for the year 2024/2025.

Accordingly, it was:

**RESOLVED** that Councillor M Joyce be appointed Vice-Chairperson of the Staffing Committee for the year 2024/2025.

**141. INTERESTS**

None declared.

**142. MINUTES**

The Minutes of the Meeting of the Staffing Sub-Committee held on 6<sup>th</sup> December 2023 were received and signed as a correct record.

Chair initials.....

143. **COMMITTEE TERMS OF REFERENCE**

The Committee gave due consideration to the Terms of Reference for the Staffing Committee, circulated prior to the meeting.

Accordingly, it was:

**RESOLVED** that the Terms of Reference for the Staffing Committee be hereby, approved and adopted subject to the following minor amendments:

- Page 3, last paragraph – insert ‘*no less than 3*’ after quorum of the Committee.

A discussion took place about the start time of Staffing Committee meetings, it was agreed that meetings should be held at 7pm but members were open to holding daytime meetings. The Town Clerk was asked to consider the possibility of holding a daytime meeting.

144. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

145. **STAFFING ESTABLISHMENT REPORT**

The Town Clerk reminded members of the recent changes to the partnership agreement between the Town Council and the Newton Abbot and District Allotment Association (NADCAA) and reported on the impact to the existing establishment.

In addition, members were informed of the necessity to update the Council’s asset register.

Members discussed the confidential report shared prior to the meeting. Arising from the discussion, it was:

**RESOLVED** that the Staffing Committee hereby recommends to the next meeting of the Full Council that:

- a) The Council creates a new post of Administrative Officer (Green Spaces) at SCP 20-23.
- b) the Staffing Committee authorises the Town Clerk, in consultation with the Chairperson of the Finance & Audit Committee and the Mayor in accordance with the Council’s Financial Regulations, to employ a temporary member of staff to set up and populate the asset management software for a period of up

Chair initials.....

to 3 months at the cost of £7,000 to be made available from reserves, the action to be reported to the Council.

Meeting closed at 19:27pm

Chairperson.....Date.....

Chair initials.....