



# Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EL

Mrs Trudi Barrett  
Town Clerk

To the Members of the Staffing Committee:  
Councillors Burton, Goodall, Maltby and Taylor  
All other Members for information

Tel. 01952 882172  
e-mail: broseleytc.clerk@btinternet.com

23<sup>rd</sup> January 2018

Members of the Staffing Committee are summoned to attend the meeting to be held at Broseley Library on **Tuesday, 30<sup>th</sup> January** at 7.00pm.

Yours sincerely,

T M Barrett  
Town Clerk

## AGENDA

1. **APOLOGIES**  
To receive apologies for absence.
2. **DECLARATIONS OF INTEREST**  
Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.  
Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.
3. **MINUTES OF THE MEETING HELD ON 13<sup>th</sup> NOVEMBER 2017**  
**For decision:** to approve the minutes of the meeting held on 13<sup>th</sup> November 2017.
4. **MATTERS ARISING**  
To note any matters arising from the minutes not covered elsewhere on the agenda.
5. **OVERTIME PAYMENTS**  
**For decision:** to approve overtime payments to office staff for November and December 2017 and January 2018.
6. **DRAFT PROTOCOL ON COUNCILLOR / CLERK RELATIONS**  
**To review** the draft protocol on Councillor / Clerk Relations prepared by SALC (previously circulated) and **to agree** a recommendation to full Council.
7. **RISK ASSESSMENTS FOR LIBRARY AND OFFICE WORKING**  
**To review** risk assessments for lone working in the library and office and **to consider** any additional safety measures required.
8. **STAFF APPRAISALS**  
**To note** that appraisals are due for the office staff and groundsmen and **to decide** on the arrangements for conducting the reviews.
9. **HOLIDAY ARRANGEMENTS**  
**To consider** holiday arrangements for office staff.

**10. RFO / ASSISTANT TOWN CLERK**

**To note** that the new RFO / Assistant Town Clerk started work with the Council on 23<sup>rd</sup> January 2018 and **to consider** any issues arising.

**11. TRAINING**

- a. **To approve** attendance at a SALC training course on Audit / End of Year Preparation for the new RFO / Assistant Town Clerk on 8<sup>th</sup> February.
- b. **To note** that Bayston Hill Town Council are holding courses on ladder training, manual handling and COSSH and **to decide** which employees should attend.

**12. SEASONAL PART-TIME GROUNDSMAN**

- a. **To review** the draft job description for a seasonal, part-time groundsman.
- b. **To consider** arrangements for the recruitment of a seasonal groundsman.

**13. EXCLUSION OF PUBLIC AND PRESS**

**To resolve** that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts:

**14. Contract of Employment for RFO / Assistant Town Clerk**