

## **MINUTES OF THE MEETING OF THE STAFFING COMMITTEE**

Held on Wednesday 30<sup>th</sup> April 2025 at 7.00pm

**PRESENT:** Cllr Rae Frederick – Town Mayor  
Cllr Philip Day – Deputy Mayor  
Cllr Mary DeBoos – Chair of Policy and Finance Committee  
Cllr John Haywood - Chair  
Cllr James Swyer

**IN ATTENDANCE:** Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk  
Cllr Andrew Briers

**ABSENT:** Cllr Glenys Turner  
Cllr Peter Kelleher

### **S/0129 APOLOGIES FOR ABSENCE**

Apologies for absence were recorded from Cllr Turner.

### **S/0130 DECLARATIONS OF INTEREST**

No interests were declared.

### **S/0131 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 12<sup>th</sup> March 2025, having been circulated, be approved and signed by the Chairman as a correct record.

### **S/0132 FINANCE MANAGER RECRUITMENT**

The Town Clerk reported the role had been re-advertised with a closing date of 9 May. Members considered forming a revised recruitment panel.

The Finance Manager had now retired and it was therefore necessary to make arrangements for the interim period, either through the use of a locum or backfilling internally. Much of the routine day to day work over the next few months could probably be managed by existing staff, although some additional hours may be needed.

**RESOLVED:** 1) That the Town Clerk, Town Clerk designate, Cllr Haywood and Cllr Day be appointed to the Recruitment Panel for the role of Finance Manager.

2) That, in the interim period, the work be picked up by the Town Clerk and, if additional hours are required, the Chair of the Staffing Committee be given delegated authority to authorise additional hours.

<b>ACTION C Wilkins</b>
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There being no further business, the Chairman closed the meeting at 6.45pm.

**Note: The text in the Action Boxes above does not form part of these minutes.**

*RECEIVED*  
*28<sup>th</sup> May 2025*

*APPROVED*  
*10<sup>th</sup> September 2025*

*TOWN MAYOR*

*COMMITTEE CHAIRMAN*