



**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE OF AYLSHAM TOWN COUNCIL
HELD IN AYLSHAM TOWN HALL, ON MONDAY 24th FEBRUARY 2025 at 10.00am.**

PRESENT: Trevor Bennett (Chair) Mary Evans
 Kay Montandon Cheryl Bould
 David Anderson

Phil Chapman – Locum Town Clerk

No members of the public

1. TO RECEIVE APOLOGIES.

Apologies were received from David Curtis.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS.

None

3. MINUTES.

Not available.

4. MATTERS FROM PREVIOUS MEETINGS.

None

5. EXCLUSION OF THE PUBLIC.

There being no members of the public present it was not necessary to exclude.

6. CONFIDENTIAL STAFFING MATTERS.

- a. Confidential staffing matters were discussed as outlined in the confidential staffing report. It was **agreed** to recommend to the Town Council that two positions are advertised, and some staff hours are increased:-
 - i. Finance Officer/Deputy Clerk to be advertised.
 - ii. Additional Maintenance Staff member to be appointed.
 - iii. Cleaners hours to be increased from 15 to 18 hours/week.
 - iv. Additional hours to be made available to media officer if clerk deems it necessary.

- b. It was **resolved** to appoint Julie King as temporary RFO for March subject to contract.

7. FUTURE AGENDAS.

None.

8. DATE OF NEXT MEETING

None set

CLOSURE OF THE MEETING

There being no further business, the Chairman closed the meeting at 12:47pm.

Minutes Agreed.....

DRAFT