

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held **Monday 13th February, 2012** in the **Council Chamber, Town Hall, Marlborough, at 7.00pm.**

PRESENT Cllr Mrs E Fogg Chairman
Cllr A. Kirk Wilson Town Mayor
Cllr G. Francis
Cllr Mrs P Dow

ALSO PRESENT Mr Derek Wolfe Town Clerk

459/11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs C. Jackson, G. Loosmore and B. Castle.

460/11 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

461/11 **MINUTES OF THE PREVIOUS MEETING**

RESOLVED: unanimously that the minutes of the meeting of the Staffing Committee held on the 19th December, 2011 were a true record and signed by the Chairman.

462/11 **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

463/11 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That in view of the confidential nature of the business about to be transacted, the press and public be now excluded from the remainder of the meeting, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

464/11 **APPOINTMENT OF GROUNDS PERSON/HANDY PERSON/RELIEF TOWN HALL CARETAKER.**

The committee considered recommendations submitted by the Interview Panel, which had met earlier during the day to interview five candidates for the post of Grounds Person/Handy Person/Relief Town Hall Caretaker. The panel had comprised of the Chairman of the Staffing Committee, the Town Clerk and the Head Groundsman.

RESOLVED: (1) unanimously that offers of employment be made to candidates RB and NW, subject to the usual conditions regarding the receipt of satisfactory references and serving a six-months probationary period, their employment to

commence with effect from the first available date following any period of notice they might need to give their existing employers.

(2) that in consultation with other senior staff, the Town Clerk implements as soon as possible a timesheet system for all outdoors staff, to be completed on a daily basis and to be lodged in the office on a weekly basis, for inspection by the Town Clerk and any enquiring Councillors.

The meeting ended at 7.45pm.

Signed Dated
(Chairman)

DRAFT