

**MARLBOROUGH TOWN COUNCIL**

**STAFFING COMMITTEE**

Minutes of the meeting of the **Staffing Committee** held on **Thursday 16<sup>th</sup> November 2006** in the **Committee Room, Council Offices, 5 High Street, Marlborough** at **7.00 pm**

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<b>PRESENT</b>	Councillor G. Francis Councillor B. Castle Councillor Mrs. P. Dow Councillor Mrs. C. Jackson Councillor M. Curtis	Chairman Town Mayor
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<b>ALSO PRESENT</b>	Mrs Pam Dobson	Town Clerk
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**NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.**

**326/06 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D. Parker, and Councillor A. Ross.

**327/06 DECLARATION(S) OF INTEREST**

There were no Declaration(s) of Interest.

**328/06 CHAIRMAN’S ANNOUNCEMENTS**

There were no Chairman’s Announcements.

**329/06 STAFFING COMMITTEE ESTIMATES 2007/2008**

The Chairman informed members that the Staff Appraisals had identified shortcomings on a number of job descriptions, which will require up-dating. Additionally training needs have been identified and both of these matters will be discussed at the Staffing Committee meeting on 11<sup>th</sup> December which will be a Part 2 meeting only. However, for the purposes of budgeting any potential changes had been included.

The Committee gave consideration to the Staffing Committee Estimates 2007/2008 prepared by the Town Clerk and Chairman and after discussion it was –

Proposed by Councillor G. Francis and seconded by Councillor B. Castle

**RECOMMENDED:** unanimously that the Staffing Committee Estimates are submitted to the Finance & Policy Committee for inclusion in the 2007/2008 budget as attached.

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Meeting closed at 8.28 p.m.