

## MARLBOROUGH TOWN COUNCIL

### STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held on the **21<sup>st</sup> May, 2007** in the **Council Chamber, Town Hall, Marlborough** at 7.55 pm

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<b>PRESENT</b>	Councillor G. Francis Councillor Mrs P. Dow Councillor A. Ross Councillor Mrs E. Fogg Councillor Mrs M. Rose Councillor R. Pitts	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mrs Pam Dobson Mrs Sue Fry	Town Clerk Office Manager

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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.**

#### **41/07 APOLOGIES**

An apology for absence was received from Councillor Mrs E.M. Hannaford-Dobson.

#### **42/07 DECLARATION(S) OF INTEREST**

There were no Declarations of Interest.

#### **43/07 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed all members of the committee and thanked them for electing him as Chairman. As some members were new to the Council he gave a brief resume on the total number of staff and the positions they hold within the Council.

#### **44/07 MINUTES**

Proposed by Councillor A. Ross, seconded by Councillor Mrs P. Dow and –

**RESOLVED:** unanimously that the Minutes of the meeting held on the 16<sup>th</sup> May, 2007 were a true record and signed by the Chairman.

#### **45/07 MANAGEMENT OF THE TOWN HALL**

The Town Clerk reported that as the Staffing Committee meeting is being held earlier than usual she had not made the progress she had hoped regarding comparisons with staffing of other Town Halls by local councils. Vast improvements have been made to the cleanliness of the Town Hall following the establishment of a works schedule.

**46/07**

**STAFF HANDBOOKS**

The Town Clerk reported that the staff handbooks are being prepared and will be distributed to staff at the first training session morning on Thursday 7<sup>th</sup> June.

**47/07**

**TRAINING REQUIREMENTS**

The Town Clerk reported that the Senior Groundsman has completed his IOSH Management of Health and Safety at Work course and is awaiting the results. The Office Manager will shortly be starting the “Working With Your Council” course. The Health and Safety Officer is currently sourcing external First Aid training for staff and will also be undertaking internal training sessions for manual handling, working at heights, fire etc.

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The meeting closed at 8.15 pm

