



WOMBOURNE PARISH COUNCIL

Minutes of the STAFFING COMMITTEE MEETING

held on **Monday 18th September 2023** at 6.30pm

This meeting was held in the Brook Room, Civic Centre, Gravel Hill, Wombourne, WV5 9HA

Present – Committee Members-

Councillors: Mike Davies, Jan Evans (Vice-Chairman) arrived 6.49pm, Ian Sadler, Mary Roberts (Chairman)

Clerk – Rachael Wright

Having regard to the confidential nature of the business to be transacted, this meeting was not open to the Press and Public, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Councillor Mary Roberts welcomed Members to the first Staffing Committee meeting.

01/23 – Apologies

None.

02/23 – Declarations of Interest

None.

03/23 – Note the Terms of Reference for the Committee

Members noted the Terms of Reference.

04/23 – Staffing capacity

Members noted the update from the Clerk with regards to the retirement of the Part Time Cleaning Assistant, and the reduction in the number of hours given to the replacement Casual Cleaning Staff.

Members noted that the Clerk, Assistant to the Clerk and Administrative Assistant were completing Time and Motion trackers, and noting when there were visitors to the office, in order for the Committee to consider any future requests for change of hours.

05/23 – Next meeting

Members agreed to meet at 6.15pm on Monday 6th November 2023.

The meeting closed at 6.49pm.

Signed:

Dated: