

MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 12TH MARCH 2024** at 9.30am.

ST/69 PRESENT

Chair: Cllr Waite

Councillors: Garner and Pote.

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk

ST/70 ABSENT

Councillors Gill, Ginger and Jones were absent.

ST/71 VICE CHAIRMAN

RESOLVED (unanimous) BW/RP
To appoint Councillor Garner as the vice Chairman.

ST/72 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/73 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/74 APOLOGIES

Apologies were received from Councillors Ginger due to a family matter, and Jones due to a holiday.

ST/5 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared

Conflict of Interest
None declared

Personal interests
None declared.

ST/76 PUBLIC OPEN SESSION

There were no members of the public present.

ST/77 MINUTES – 14th November 2023

RESOLVED (unanimous) BW/EG

That the minutes of the 14th November 2024 be approved as a true record to be signed by the Chair.

ST/78 ITEMS TO ACTION

RESOLVED (unanimous) BW/EG

That the items to action of the 14th November 2024 be noted.

ST/79 PAY CLAIM

RESOLVED (unanimous) BW/RP

To note the Pay Claim.

ST/80 POLICIES

RECOMMEND (unanimous) BW/RP

To recommend approval to Full Council with the following amendments:

a) Staff Appraisal Policy

To introduce a 6 month interim formal appraisal for all staff to assess progress on their objectives.

b) Councillors' Induction Policy

To introduce an informal councillor/staff get together at the Guildhall annually in May.

c) To bring the staff induction and councillor induction checklists back to the next Staffing Committee meeting.

ST/81 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) BW/RP

To exclude the public and press from the meeting.

The meeting closed at 10:25am.

Chairman

Date

Closed Session Minutes will be issued.