

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 20TH NOVEMBER 2019** at **2.15pm**.

ST/96 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Ginger, Pote (from 2.20pm), Smithers and Sheward.

Officers: Gina Wilding, Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/97 HEALTH AND SAFETY

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

ST/98 APOLOGIES

Apologies for absence had been received from Councillors, Gill, Perks.

ST/99 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared

Conflict of Interest
None declared

Personal interests
None declared

ST/100 PUBLIC OPEN SESSION

There were no members of the public present.

ST/101 MINUTES –14^h NOVEMBER 2019

The Town Clerk confirmed that a report would go to Full Council to recommend a full HR staffing structure review of the Town Council is undertaken and a subsequent recommendation that a suitable public authority HR department undertakes a discrete one off piece of work to enable Ludlow Town Council to assess its requirements and how to achieve the desired outcomes of a staffing structure review.

RESOLVED (5:0:1) DL/CS

That the closed minutes of the Staffing & Appeals meeting held on the 14th November 2019, be approved as a correct record and signed by the Chairman.

ST/102 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (unanimous) DL/CS

That the public and press be excluded and the meeting continue in closed session.

ST/103 RECEPTION/ADMIN ASSISTANT – PART-TIME 22 HOURS

RESOLVED (unanimous) EG/JS

That the Town Clerk has delegated authority to employ an agency member of staff to fill the vacant part-time 22 hours a week Reception/Admin Assistant role.

2.52pm Councillor Ginger left the meeting.

The meeting closed 2.57pm

Chairman

Date