

# Costessey Town Council

**Minutes of the Staffing Committee of Costessey Town Council  
held on Friday 24 June 2022 at 10am in the Costessey Centre, Longwater Lane,  
Costessey, NR8 5AH**

**Present:** Cllrs G Dole (Chair), J Amis, S Hannant, G Jones; P. O' Connor, S. Kent (Town Clerk), & N Bailey (Deputy Clerk).

**To approve apologies for absence**

**S124/22:** None

**To receive declarations of Interest**

**S125/22:** None

**To confirm and sign the minutes of the previous Staffing Committee meeting on 20 May**

**S126/22:** RESOLVED to approve the minutes. The minutes were signed.

**To confirm the date of the next Staffing Committee Meeting**

**S127/22:** The date of the next Staffing Committee was confirmed as Friday 22 July at 10.00am, with the Finance Committee meeting scheduled afterwards at 11.00am.

**RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues**

**\*THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE**

**To receive confidential updates on the previous minutes /notes** (No resolutions)

**S128/22:** *SS118:22:* The Clerk had completed the one-to-one staff meeting and spoken to the external trainer. More information had been requested for a report to be completed. **Action: Town Clerk**  
It was noted that Burials training had been booked for two employees in early July.

**S129/22: To consider letters of thanks for staff**

A draft letter (previously circulated) was agreed to be sent to all staff working at the 2022 Fete. The Committee agreed that Costessey Town Council staff are not equipped to facilitate external evening events to which fall outside the remit of the building's capabilities. **Action: Town Clerk**

**To receive a general update on Staffing matters & further HR information**

**S130/22:** The Clerk gave an update on the current HR processes in place which will be reviewed over the next six months with updates and reviews brought to future meetings. **Action: Town Clerk**

**S131/22:** The meeting closed at 11.05am

**Chair:**

**Date:**

**The Committee has delegated powers for dealing with all matters to do with staffing**