

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
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Members of Woburn Sands Town Council Staffing Committee are hereby summoned to attend
the **Meeting of the Staffing Committee** on

Tuesday 1st July 2025 at 11.00am in the Committee Room, Memorial Hall.

Members of the public are welcome to attend.

AGENDA

34/25 **Present:**

35/25 **Apologies:**

36/25 **DECLARATION OF INTEREST:**

Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.

37/25 **Minutes of the Staffing Committee meeting of 9th June 2025 to be approved:**

38/25 **To approve changes to the Bookings Co-Ordinator contract terms and overtime**

- a. Make permanent the Bookings Co-Ordinator post in the role of Bookings Manager with an additional 2 hours per week. (A total of 22 hours split across the days).
- b. To approve paying 20 hours of overtime to the Bookings Co-Ordinator for hours put into the role early on, but not claimed for, as an acknowledgement of the commitment demonstrated.
- c. Change to contract to permanent contract and ensure the Bookings Co-Ordinator is offered enrolment of the Local Government Pension Scheme

39/25 **Open Clerk and RFO position actions following the Town Clerk's resignation:**

- a. Decide on role definition options
- b. Proposed Job Descriptions and salary scales
- c. Advertising strategy for role

40/25 **Date of next meeting:**

Signed:



Date: 25.06.2025