

WOBURN SANDS TOWN COUNCIL

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An Extraordinary Meeting of the Staffing Committee on
Tuesday 8th April 2025 at 5pm in the Committee Room, Memorial Hall.

DRAFT MINUTES

21/25	Present: Cllrs W Green, R Allan, T Sutton, A Poppleton	
22/25	Apologies: none.	
23/25	DECLARATION OF INTEREST: No interests declared. Councillors RESOLVED to the following staff issues are discussed in confidence. The Chair proposed that the public and press be excluded from the meeting for the following items in accordance with Section 100A(2) of the Local Government Act 1972	
24/25	To consider staff recruitment: Chair suggested going around the table to receive all councillor ideas. <ul style="list-style-type: none">a. Cllr T Sutton – should consider a temporary post for Bookings Manager post.b. Cllr A Poppleton – committee has made a decision to have a RFO (separate from the Clerk role) but need to consider the staff budget, especially for the RFO post. Need to consider all staff roles, a full staff review.c. Cllr R Allan – temporary post to keep bookings going, 2 – 3 months.d. Cllr W Green – initial thoughts get someone in short term while recruiting for longer term. Then, if hadn't made a decision on moving forward take someone on a 12 month contract. Then gives the opportunity to shape additional roles.e. Clerk – agree above. Would like to bring in an admin/bookings temp immediately then recruit for a longer term (12 months) temporary job. What are the most important tasks to be done so we know what to ask for? Cllr A Poppleton read out the job description. Clerk suggested this post currently spending 75%-80% of time on bookings. Some discussion on what duties are needed to be covered in short term and the difference between LCC and a general recruitment agency.	

	<p>Could advertise for a temp without going through an agency. Would have to set up to employ directly, a time cost to the Clerk, but overall cheaper than using an agency. Clerk to get costs from agencies.</p> <p>Advertise: all noticeboards, our websites, Facebook, PO noticeboard, in halls noticeboard, MKCC website, Indeed job site.</p> <p>Hours: to be agreed – Cllr A Poppleton to check benefits/pay limit. In the office 10am – 1pm four days per week (12 hours) plus extra hours as needed. Flexible around core hours.</p> <p>Pay: to be agreed – Clerk recommended keep in line with other staff, i.e. £13.26</p> <p>Pension: when does the council have to offer a pension? To be checked by the Clerk</p> <p>Three Parishes bookings to be handed over to Lynne and Monica.</p> <p>Temporary role to be filled as soon as possible – intended start date 22nd April.</p> <p>Job description – Clerk to write this.</p> <p>Process:</p> <p>Shortlist -</p> <p>Interview – Clerk and Cllr A Poppleton</p> <p>Person specification – based on current role.</p> <p>As applications arrive send to Staffing Committee.</p> <p>Reference – one personal and one professional (phone to check, if possible)</p> <p>At full Council meeting on 14.04.25– request delegated permission to hire temp.</p>	<p>Clerk – check agency costs</p> <p>Cllr A Poppleton Check benefits/pay limits</p> <p>Clerk check pension rules</p> <p>Clerk – job description and advert asap</p> <p>Clerk and Cllr A Poppleton – interview</p>
25/25	<p>Date of next meeting:</p> <p>To be confirmed at Annual Town Council Meeting.</p>	

Signed:

Date: