



**Tidworth Town Council  
Staffing Committee  
July 2023**



Minutes of the Staffing Committee on 25<sup>th</sup> July 2023 in Unit 3D Castledown Business Park, Ludgershall at 7.40pm.

<b>Attended</b> Councillors H Jones (HJ) in the Chair M Connolly (MC), P Hedge (PH), C Webb (CW), L Coleman (LC)  C Lovell (CL) – Town Clerk		<b>1. 23/001ST Apologies:</b>  <b>None</b> Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.
Item	Agenda Item	Action by
23/002ST	<b>2. Declarations of interest</b> – LC – Security quotation  (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
23/003ST	<b>3. Minutes of Previous meeting</b> Minutes of the meeting held in November 2022 were approved at December 2022 full Town meeting. No matters arising.	
23/004ST	<b>4. 6 Monthly Reviews</b> <b><i>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items were closed to the public due to their confidential nature.</i></b> HJ reported that the 6 monthly reviews had been conducted satisfactorily and all parties were happy with them. No confidential information was discussed.	
23/005ST	<b>5. Civic Centre Staffing</b> The notes from the working group meeting held in April 2023 had been circulated. It was agreed that the new job role will be ‘Site Officer’, this will include unlocking/locking the building, checking rooms and systems etc. Reporting damages to admin staff etc. Litter picking, setting up/packing away. This will equate to 35.5 hours split between 2 members of staff. The remaining hours budgeted for will cover the cost of security when required for evening bookings/events. A quote from Venture Security had been received and circulated. 1 Operative £20.00 per hour	

	<p>2 + Operatives £19.86 per hour (each)  SIA Supervisor £22.13.  There will be higher charges for short notice.</p> <p><b>MC proposed that Venture Security are used when there is a requirement when the Civic Centre is opened, seconded by CW, carried. 1 abstention.</b></p>	
23/006ST	<p><b>6. Date of next meeting</b>  <b>TBC</b></p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business  
to discuss the meeting closed at 8.40 pm.**