



**Tidworth Town Council  
Staffing Committee  
September 2023**



Minutes of the Staffing Committee Meeting held on 27 September 2023 in Unit 3D Castledown Business Park, Ludgershall at 6.30pm.

<b>Attended</b> Councillors C Webb (CW), L Coleman (LC), P Hedge (PH)  C Lovell (CL) – Town Clerk		<b>1. 23/014ST Apologies: Cllr Connolly, Cllr Jones</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 Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
<b>Item</b>	<b>Agenda Item</b>	<b>Action by</b>
	<b>In the absence of the Chair LC proposed CW as temporary Chair, seconded by PH, carried.</b>	
23/015ST	<b>2. Declarations of interest – None</b>  (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
23/016ST	<b>3. Minutes of Previous meeting</b> Minutes of the meeting held on 29 <sup>th</sup> August 2023 were approved at Septembers 2023 full Town meeting. No matters arising.	
23/017ST	<b>4. Clerks Report</b> CL provided general office updates.	
23/018ST	<b>5. Civic Centre Staffing</b> Site Officer Job Description and recruitment advert had both been circulated. Required amendments were discussed. CL will implement the changes to be checked by the members prior to circulating for approval at Octobers full Town Meeting. <b>LC proposed that with amendments the Site Officers job description and advert are approved by full Town Council, seconded by CW, carried.</b>	CL
23/019ST	<b>6. Leave/Sick software</b> Deferred	
23/020T	<b>6. Date of next meeting</b> <b>31<sup>st</sup> October 2023 @6.30pm</b>	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business to discuss the meeting closed at 7.15 pm.**