



Horsforth Town Council

Staffing Minutes and Action Points/Recommendations

Date of Meeting:	Thursday, 11 August 2022			
Venue:	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL			
In the Chair:	Cllr Tracy Stones			
Minute taker appointed:	Cllr Dawn Collins			
Present: (Tick if present)	Cllr Dawn Collins	✓	Cllr Ray Jones	✓
	Cllr Simon Dowling	✓	Cllr Tracy Stones	✓
	Cllr Kat Firth	<input type="checkbox"/>	Cllr Margaret Townsley	<input type="checkbox"/>
	Cllr John Garvani	✓		<input type="checkbox"/>
	Cllr Richard Hardcastle	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
In attendance (officers/guests):	None No members of the public were in attendance either			
SE/22.1 Apologies and reasons received and accepted from:	Cllr Kat Firth – work (in Thailand) Cllr Margaret Townsley – holiday Cllr Richard Hardcastle - holiday			
SE/22.2 Declarations of interest:	none			

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
SE/22.3	No members of public were present.		
SE/22.4	Minutes of the previous meeting were approved	note	
SE/22.5	In view of the confidential nature of the business about to be transacted the press and public were temporarily excluded from the meeting	note	
SE/22.6	Cllr Jones raised a concern and it was agreed that going forward it might be better if Cllr Stones was supported with	Note	

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	<p>the presence of another committee member at any future staff review meetings.</p> <p>The staffing team would need to be informed of this.</p> <p>Currently reviews and supposed to be undertaken by the whole committee but this felt that this was 'too much'.</p>	<p>Cllr Stones</p> <p>note</p>	
SE/22.6 22.6.1	Cllr Stones reported back that Occupational Health had now been in touch and we are now to await their feedback.	note	
SE/22.6 22.6.2	Cllr Collins believed that No 3 The Green is still likely to be undergoing reworks well into next year (2023) so it is unlikely that the office will need to move within the next 6 months	note	
SE/22.7 SE/22.8	<p>Cllr Stones gave some very positive feedback regarding the new office arrangements and the new ways in which the staffing team were working.</p> <p>Cllrs didn't believe there were any reasons for change at this time, although the final report from Occupational Health may high light some other areas of change that may need to be considered soon.</p>	note	
SE/22.9	The timesheets from the Locum Clerk were approved	note	
SE/22.10	Cllrs did not believe it was necessary to re advertise any potential staff vacancies at this time.	note	

22.11 Date of next meeting:	A new meeting date would be set once feedback from Occupational Health had been received.
Meeting finished at:	Not noted

Signed Dated