

STAVELEY TOWN COUNCIL

Minutes of a meeting of the HR Committee held on 7 October 2025 at 3.00pm in the Frecheville Room at Staveley Hall, Staveley.

Present: Councillors S Bean, S Hartley, P Jacobs, E Tidd and P Wilson

In attendance: Mrs S Doherty (Town Clerk and RFO)

HR2526-19 Apologies for Absence

Apologies had been received from Cllr P Mann.

HR2526-20 Declarations of Interest

There were no declarations of interest received.

HR2526-21 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 9 September 2025 be approved and signed as a correct record.

HR2526-22 Pension Discretions Policy

Councillors considered the document and following debate it was felt that the standard employer discretions be applied.

RECOMMENDED: That the Council adopt the Pensions Discretions Policy following the recommended example of the Pension Provider.

HR2526-23 Exclusion of Press and Public

RESOLVED: That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.

HR2526-24 Staffing Review

Councillors considered the report circulated for the previous meeting and the recommendations of the Town Clerk and RFO.

RECOMMENDED:

a) That the Council introduce the following posts

- i. Events and Project Officer (Part-time – annualised hours – average 15 hours a week)
- ii. Admin Assistant (part time – 18.5 hours a week)
- iii. Speedwell Rooms Cleaner (part-time, transfer from contractor)

b) That the Council take Office 21 at Staveley Hall to provide private break room space for staff along with archive storage, print room and general workspace.

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c) That an employee benefits Roxborough using salary sacrifice options be deferred to a future date.

d) That the draft staffing budget, as amended to include the cleaner post, be approved.

The Chairman closed the meeting at 4:14pm.

Chairman Signature: _____

DRAFT