

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



## **Minutes of a meeting of the Staff Sub Committee on Wednesday 5<sup>th</sup> December 2018 at 7.15pm in the Jubilee Room, the Pump House, Faringdon.**

<b>Cllrs Present</b>	<b>Steve Leniec (Chairman)</b> <b>David Barron</b> <b>Kiera Bentley</b> <b>Jane Boulton</b> <b>Al Cane</b>
<b>In attendance</b>	<b>Andrew Marsden</b> <b>Sally Thurston (Town Clerk)</b>
<b>1/1/18</b>	<b>Apologies for Absence</b>
<b>2/1/18</b>	<b>Minutes of last meeting</b> The notes of a Staff Working Party held on 26/10/16 were signed as a correct record.
<b>3/1/18</b>	<b>Declarations of Interest &amp; requests for dispensations</b> None.
<b>4/1/18</b>	<b>Public Participation Time</b> None
<b>5/1/18</b>	<b>Items for Information Only</b> None
<b>Cllr. Leniec PROPOSED that due to the confidential nature of the following items that it should be held in confidential session. This was SECONDED and RESOLVED.</b>	
<b>6/1/18</b>	<b>Staffing</b> a) Members received and considered an update. It was PROPOSED that a full staffing review takes place during December for the Staff Sub Committee to consider. This was RESOLVED b) Members considered the following recommendation from the s106 Working party regarding the Town Development Officer post: <i>There are not enough funds in the current s106 earmarked reserves to fund the Town Development Officer beyond the end of the contract on March 31st 2019. However, the working party value the work carried out by the position and feel the role benefits the Town. Therefore, the s106 Working Party recommends that the role is extended using CIL contributions from new retail development, upon notification from VWHDC that these funds are guaranteed. Specific targets should be assigned to the role including PR for the Town and Council and responsibility for sourcing funding for the Town.</i> It was PROPOSED that this recommendation be accepted and recommended to the Finance and Audit Committee. This was SECONDED and RESOLVED.
<b>7/1/18</b>	<b>Members Training and Development</b> Members considered member training and development needs for the future. It was PROPOSED that a budget of £3200 for member training be recommended to the Finance and Audit Committee. This was SECONDED and RESOLVED. It was further PROPOSED that a revised Training and Development Policy be recommended to Full Council. This was SECONDED and RESOLVED.
<b>8/1/18</b>	<b>Staff Sub Committee</b> Members reviewed and considered the status of the Staff Sub Committee. It was PROPOSED that the DRAFT terms of reference, for a sub-committee, be recommended to the Finance and Audit committee. This was SECONDED and RESOLVED. It was further PROPOSED that meetings be scheduled for two weeks before each Finance and Audit Committee meeting throughout the year. These meetings could be cancelled if not needed but the subcommittee should meet a minimum of once per annum. This was AGREED.