

BEWDLEY TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING
HELD ON THURSDAY 31 JANUARY 2008 IN THE GUILDHALL, BEWDLEY**

PRESENT

Councillor Mr A Williams
Councillor Mrs E. Davies
Councillor D Killingworth
Councillor Mrs B Stallwood

In Attendance: P. Mann- Town Clerk

- 18 ELECTION OF CHAIRMAN**
Cllr A. Williams was elected Chairman

- 19 APOLOGIES FOR ABSENCE**
None.

- 20 DECLARATIONS OF INTEREST**
None was declared

- 21 MINUTES OF THE MEETING HELD ON 29 MARCH 2007**
These were approved and signed

- 22 TOWN CLERK'S CONTRACT**
Minor changes were agreed to this and amended copies will be circulated to members for final approval.

- 23 SECRETARY'S JOB DESCRIPTION**
The amended job description, recently agreed between the Secretary, Town Clerk and Mayor was approved.

- 24 HOURS & DAYS OF WORK FOR TOWN CLERK & SECRETARY**
It was agreed that as and when the current job holders left, these would be reviewed.

- 25 SECRETARY'S CONTINUATION OF EMPLOYMENT AFTER RETIREMENT DATE OF 30 APRIL 2008**
It was agreed that the new retirement date for the secretary will be 31 October 2008 and the Town Clerk will confirm this in writing with the secretary.

- 26 TOWN CLERK'S APPRAISAL**
The appraisal carried out by the Mayor was considered and noted.

- 27 SALARIES EFFECTIVE FROM 1 APRIL 2007**
Amended salaries for the Town Clerk, Secretary and Treasurer were approved and will be implemented as soon as possible.

Signed Date.....

PUBLIC PERIOD
No comments were made.