

BEWDLEY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING
HELD ON WEDNESDAY 15 NOVEMBER IN THE GUILDHALL, BEWDLEY

PRESENT

Councillor Mrs E. Davies
Councillor D Killingworth
Councillor Miss A Mace

In Attendance: P. Mann- Town Clerk

PUBLIC PERIOD

No comments were made

0006 APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Councillor Williams.

0007 DECLARATIONS OF INTEREST

None was declared.

0008 THE ANNUAL REVIEW FOR THE TOWN CLERK

As this had not been carried out this was not discussed but it was agreed that this be completed with three weeks.

0009 CLERK'S REVIEW FORM

It was agreed that the form would be amended in the light of experience when the review had been completed. Initial comments however were:

- There should be 1 review per annum in October.
- There needed to be space for the clerk to comment.
- The review should be carried out by the Mayor and Deputy Mayor to ensure continuity from year to year. The Terms of Reference therefore need to be amended to reflect this.
- The form should be amended as required for the reviews for the Treasurer and Secretary

0010 APRIL 2007 SALARY REVIEW

Information provided by the Town Clerk was discussed and it was agreed that the Chairman, Cllr Davies, would discuss the appropriate benchmark salary with CALC.

The Town Clerk will find out the current cost of living increase.

0011 TOWN CLERK'S JOB DESCRIPTION

This was discussed and it was agreed that this needed to be amended to reflect the workload associated with the Christmas Lights.

Signed

4 December 2006