

Minutes of the meeting of the Staffing & Governance Sub-Committee held on

Wednesday 25th January 2023, 6:15pm at Ellesmere Town Hall

PRESENT:

Chair:	Cllr P Goulbourne
Town Councillors:	G Hutchinson, A Wignall.
Ellesmere Rural Parish Councillor	Cllr G Dyke – non-voting.
Ellesmere Rural Parish Council Clerk	Melanie Joyce.
Town Clerk & RFO:	Joanne Butterworth.

SG 01/23/01 **To receive apologies and reason for absence.**

Cllr G Elner had sent apologies due to being unwell.

It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and

RESOLVED: that the apologies received from Cllr G Elner be approved.

SG 01/23/02 **Disclosure of Personal and Prejudicial Interests.**

None received.

SG 01/23/03 **Grant Dispersations.**

None granted.

SG 01/23/04 **Minutes.**

It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and

RESOLVED – that the minutes of the Sub-Committee held on meeting on Tuesday 20th December 2022 be approved and signed by the Chair as a true record.

SG 01/23/05 **Cemetery Working Group, Cemetery Co-ordinator's Vacancy.**

The Chair informed members that due to receiving the current cemetery Co-ordinators resignation and his last day of his notice period being Friday 10th February, consideration needed to be made how best to fill the position. The Clerk informed members that unfortunately due to current workload and future staffing changes in the Town Council office, it would not be possible for the role to be by current officers. The job description and person specification were looked at and amended accordingly.

After much discussion it was moved by Cllr P Goulbourne, seconded by Cllr Hutchinson and

RESOLVED - that the position be advertised as soon as possible with an increase from 9.5 hours to 10 hours a week at SCP 15. The position will be advertised for 2 weeks.

SG 01/23/06

Confidential Business Report

It was moved by Cllr G Hutchinson, seconded by Cllr A Wignall and

RESOLVED - that the confidential business report minutes of the Sub-Committee held on meeting on Tuesday 20th December 2022 be approved and signed by the Chair as a true record.

The meeting closed at 6:45pm

Chair:

Date: