

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

**Thursday 27<sup>th</sup> February 2025, 7.00pm at Ellesmere Town Hall.**

**PRESENT:** Chair: Cllr P Goulbourne  
Town Councillors: G Hutchinson, L Woodbridge  
  
Town Clerk & RFO: J Butterworth  
Assistant Town Clerk and  
Assistant RFO: G Whitley

SG 02/25/01 **To receive apologies and reason for absence.**  
Cllr P Jones gave apologies due to work commitments.

SG 02/25/02 **Disclosure of Personal and Prejudicial Interests.**  
No declarations.

SG 02/25/03 **Grant Dispersations.**  
None requested.

SG 02/25/04 **Minutes.**  
It was moved by Cllr G Hutchinson, seconded by Cllr P Goulbourne.

**RESOLVED – that the minutes of the Sub-Committee held on meeting on 5<sup>th</sup> December 2024 be approved and signed by the Chair as a true record.**

SG 02/24/05 **Exclusion of Press and Public.**

**RESOLVED - “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the following items of business on the grounds it may involve the likely disclosure of confidential information as defined in the Acts”.**

SG 02/25/06 **Minutes.**

It was proposed by Cllr L Woodbridge, seconded by Cllr P Goulbourne and

**RESOLVED: that the confidential minutes of the meeting of the sub-committee be signed by the Chair and a true record.**

SG 02/25/07 **Staffing Update.**

The Clerk gave a verbal report to members regarding staff performance.

SG 02/25/08 **Annual leave**

The Assistant Clerk gave a verbal report on staff holiday entitlement remaining.

The Clerk and Deputy then left the room whilst committee members discussed the item.

The cleaning assistants both had 3 days annual leave remaining.

The Clerk had 18 hours, the Assistant Clerk had 19 hours, due to workload neither member of staff will have a chance to take time off before the end of March. The administrative assistant has 30 hours, however she had requested that these be carried over into next year's holiday allowance on agreement that all 30 hours would be used in April.

Committee members agreed that the admin assistant carrying her 30 hours over to be used before the end of April and felt that the remaining staff hours should be paid. This will be recommended to full council on the 3<sup>rd</sup> March 2025.

The meeting closed at 19.35pm.

Chair: .....

Date: .....