

**Minutes of the meeting the Staffing & Governance Sub-Committee held on
Thursday 11th December 2025, 6pm at Ellesmere Town Hall.**

PRESENT: Chair: Cllr P Goulbourne
Town Councillors: G Hutchinson, L Woodbridge, G Elner
Town Clerk & RFO J Butterworth

SG 12/25/01 To receive apologies and reason for absence.

Apologies were received from Cllrs A Wignall – prior engagement, Cllr P Jones - holiday and Cllr N Proffitt due to illness.

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

RESOLVED: that all apologies be approved.

SG 12/25/02 Disclosure of Personal and Prejudicial Interests.

No declarations.

SG 12/25/03 Grant Dispersations.

None requested.

SG 12/25/04 Minutes.

It was moved by Cllr L Woodbridge, seconded by Cllr P Goulbourne.

RESOLVED – that the minutes of the Sub- Committee held on 29th September 2025 be approved and signed by the Chair as a true record.

SG 12/25/05 Employment Law/HR and Business Safe Contract.

Proposals from two companies were considered.

Company No	Amount (Excl VAT) per year	Total	Additional
Company 1 for 3 years	£2,928.00	8784.00 for 3 years	
Company 1 for 5 years	£2,436.00	£12,180.00 for 5 years	
Company 2 for year 1 of a 3-year contract	£3869.20		Online fixed fee health and safety training inc FOC for 12 months
Company 2 for years 2 & 3 of a 3-year contract.	£4,264.20	£12,397.60 for 3 years	
Company 2 for year 1 of a 5-year contract	£3,444.20		Online fixed fee health and safety training inc FOC for 12 months.
Company 2 for years 2-5	£3,839.20	£18,801.00 for 5 years	

It was moved by Cllr L Woodbridge, seconded by Cllr G Elner and

RESOLVED: to recommend to the Finance, Asset and Resources Committee that Company 1 be awarded the contract for 5 years at a cost of £2,436 per annum.

SG 12/25/06 **Exclusion of Press and Public**

It was moved by Cllr P Goulbourne, seconded by Cllr G Hutchinson and

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 they may involve the likely disclosure of confidential information as defined in the Acts".

SG 12/25/07 **Confidential Minutes.**

It was proposed by Cllr L Woodbridge, seconded by Cllr G Hutchinson and,

RESOLVED: That the confidential minutes of the Sub-Committee held on 25th September 2025 be signed by the Chair as a true and accurate record.

SG 12/25/08 **Caretaking Assistant/Cleaner Vacancy.**

The Clerk informed members that a new member of staff had joined the team and had started work on Monday 8th December 2025.

SG 12/25/09 **Appraisals.**

The Clerk advised members of the staff appraisals had taken place and the actions agreed. The Clerks appraisal is due on the week beginning the 15th December.

SG 12/25/10 **Salary Reviews.**

Members considered a spreadsheet of projected costs for 2026/2027.

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

RESOLVED: Recommend that the Finance, Asset and Resources Committee approve the figure of £148,919.87 presented in the projected salaries spreadsheet when looking at the 2026/2027 budget.

The meeting closed at 6.45pm.

Chair..... Date.....