

NORTON-ON-DERWENT TOWN COUNCIL

Staffing & Finance Committee

Minutes of the Meeting of the Staffing and Finance Committee held in the Council Chamber,
Commercial Street, Norton-on-Derwent on Wednesday 10th May 2023 at 11am.

PRESENT	Councillors; D Keal (Mayor), M Brampton, R King, A Spencer.
IN ATTENDANCE	C Eade (Assistant Clerk)
APOLOGIES	None

1. CONFIDENTIALITY

The Mayor raised the issue of confidentiality in relation to Staffing Committee discussions and the need to adhere strictly to this. All those present agreed to this principle and confirmed they were in agreement.

2. INCREASED HOURS FOR DEPUTY CLERK

Unanimously agreed to increase assistant clerks working hours from 8 hours per week to 12 hours per week. This is to be monitored on an ongoing basis and can be amended up or down depending on current work load and training. This matter will be added to the agenda of the next full council meeting for information.

3. COUNCIL MEETING 17thApril & subsequent communications from clerk

Dinah Keal to have informal discussion with Clerk regarding the wording of emails sent on 18th and 26th April 2023. Matters regarding advertisements also to be discussed.

Members all agreed there have been various issues regarding emails throughout Council members and contact needs to be made with host and all issues to be addressed and resolved as a matter of urgency. Investigate alternative hosts with more reliable support and to be discussed at Council meeting at a later date pending information received.

4. ANY OTHER BUSINESS

It was agreed that Councillors should follow Norton Town Councils Policy, Civility and Respect Pledge under the Councils Officer protocol section, dated 19th December 2022.

Members discussed email received from Simon Pearson on 9th May 2023 and agreed response to be sent from the Mayor.

Meeting closed at 12.30pm.

Claire Eade

Assistant Clerk