



# Leigh-on-Sea Town Council

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## MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY, 27 NOVEMBER 2023 AT 7.30 PM AT LEIGH-ON-SEA COMMUNITY CENTRE, 71-73 ELM ROAD, SS9 1SP

### Present:

Cllr B Arscott	Cllr S McCurdy - presiding	
Cllr J Garston	Cllr D Bowry	Cllr M Flewitt
	Cllr J Lloyd	

In attendance: G Lopes – Locum Clerk  
3 x public

### **1) Housekeeping Announcements**

The Chairman welcomed everyone to the meeting and advised housekeeping measures.

### **2) Apologies For Absence**

Apologies were received and accepted from Cllr Watt.

### **3) Declaration Of Members' Interests**

The following declarations of interest were received –  
Cllr Flewitt – Item 8b – non pecuniary  
Cllr Arscott – Item 8b – non pecuniary  
Cllr Garston – Item 8b – non pecuniary

### **4) Minutes of the Previous Meeting**

The Minutes of the previous meeting had been noted as incomplete and were therefore deferred until next meeting.

There was some discussion regarding the outstanding minutes of meetings.

On the motion of Cllr Garston, seconded by Cllr Arscott, it was

**RESOLVED** all outstanding Minutes of the Staffing Committee meetings must be presented at the next meeting.

### **5) Public Representations**

Points raised included the following –

Concerns with outstanding Minutes and legality of decisions made at meetings

Lack of papers available to the Public

Concerns regarding lack of budget preparation

The use of Locum Clerks and how time was being spent

The current staffing issues are of concern

## **6) Staffing Budget**

### **a) Staffing budget** - To consider 2024 -2025 budget for staffing

There was some discussion and consideration of the previous year's budget. On the motion of Cllr Arscott seconded by Cllr McCurdy, it was **RESOLVED** to increase the existing staff budget by 5% for the financial year 2024/25.

### **b) Staffing support measures**

Councillors briefly discussed the possible need to provide staff support at this difficult time.

On the motion of Cllr Arscott seconded by Cllr Flewitt, it was

**RESOLVED** to allocate a budget of £1,500 for staffing support measures to be available with immediate effect and from the existing budget.

## **7) Exclusion of the Press & Public**

**RESOLVED** To Exclude the Press & Public (Public Bodies (Admission to Meetings) Act 1960) due to the confidential nature of the business to be transacted

## **8) Confidential Staffing Matters**

### **a) Staffing Review –**

There was a brief discussion regarding a recommendation previously made by full Council on 10 July 2023.

On the motion of Cllr McCurdy, seconded by Cllr Arscott, it was

**RESOLVED** to accept the recommendation from Full Council to progress a review with payment of banked hours as approved by the Finance & Governance Committee.

*(Cllr Arscott declared an interest and left the room for the item below and the remainder of the meeting.)*

### **b) Confidential report –**

On the motion of Cllr McCurdy, seconded by Cllr Lloyd, it was

**RESOLVED** to accept the summation of matters as outlined by Cllr McCurdy.

There was a lengthy discussion.

**RESOLVED** Cllr McCurdy would liaise with Worknest for advice and Cllr Lloyd will act as the Council representative and the Unison representative to be invited to a proposed meeting.

Meeting closed at 9.35pm