



Date 06/06/2023  
Time 18:30 - 19:30  
Location Council Chamber Brooke House  
In Attendance Cllrs: Anna Keen, Elizabeth Mary Baker, Simon Carter, , Cath Thompson, Mary Temperton.  
Apologies Cllrs Roy Bailey  
Town Clerk Jackie Burgess

## Minutes

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### **S26 / 23 – Attendance**

Apologies were NOTED from Councillor Roy Bailey

### **S27 / 23 - Declarations of Interest**

There were no declarations of Interest

*To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and public be excluded from the meeting.*

### **S28 / 23 - Minutes**

To approve as a correct record, the minutes of the meetings held on 7<sup>th</sup> March 2023 and 16<sup>th</sup> May 2023  
The minutes of the 7<sup>th</sup> March were proposed by Councillor M Temperton and seconded by Councillor S Carter.  
The minutes of the 16<sup>th</sup> May 2023 were proposed by Councillor M Temperton and seconded by Councillor E Baker. All Councillors were in agreement

### **S29 / 23 - Matters Arising from the Minutes**

S15/23 As agreed a former member of staff has been supporting the Town Clerk in compiling the information for the next edition of Bracknell Matters. NOTED

### **S30 / 23 - Terms of Reference**

The Terms of Reference were reviewed and proposed by Councillor M Temperton and seconded by Councillor E Baker. All Councillors were in agreement.

### **S31 / 23 – Recruitment**

- Casual Pavilion Assistant –successful recruitment was undertaken to recruit additional pavilion assistants to help at Jocks Lane and Great Hollands pavilion during the school holidays and busy periods. 3 applicants have been offered positions with Bracknell Town Council NOTED
- Grounds Person – Interviews were conducted last week and a decision on who to recruit will be made on the return of the RFM from holiday. NOTED
- Promotion of Grounds Person to Foreman – An internal promotion opportunity was offered to all Grounds Staff. 2 members of staff applied and following on from the interviews one member of staff was promoted to Foreman and has been in post since the end of April.

### **S32 / 23 - Training**

The Staffing Committee reviewed the list of recent training undertaken and were pleased with the variety of courses and staff undertaking the training on offer.

### **S33 / 23 - Staffing Matters**

- A member of staff is approaching retirement – Committee agreed to discuss this further at the next meeting.

- The Town Clerk was requested to organise for the Councillors to meet the staff of Bracknell Town Council. The Town Clerk will arrange for Councillors to be invited to the next Grounds staff meeting which is usually held at 7.30 am at Braybrooke and will then arrange opportunities for Councillor to meet the Pavilion and Office Staff.
- The Staffing Committee requested copies of any relevant staffing policies. The Town Clerk will attach these to the minutes.

### **S34 / 23 - Absence Report**

The Staffing Committee reviewed and NOTED the absence report. The Town Clerk was requested to add the following information to the next report

- % of Working Days lost
- Comparison of the above % against the national figure.

### **S35 / 23 – Appraisals**

- The Town Clerk appraisal was reviewed and the recommendations APPROVED following a proposal from Councillor M Temperton and seconded by Councillor S Carter
- Deputy Town Clerks appraisal will be carried out late summer
- Recreation Facilities Manager – the recommendations from the RFM's appraisal were APPROVED and he was congratulated on passing his NEEBOSH qualification (National Examination Board In Occupational Safety and Health).
- Two development plans are ongoing

### **S36 / 23 - Date of Next Meeting**

The next Staffing Committee meeting will be held on 5<sup>th</sup> September 2023 at 7.30 pm in the Council Chamber at Brooke House