

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

I HEREBY SUMMON YOU to attend the **STAFFING SUB COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 20 November 2014 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Williams – Chairman
Councillor C Gordon-Smith – Vice Chairman
Councillor Cosser
Councillor Hunter
Councillor Reynolds (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 September 2014, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. WORK PROGRAMME

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for April to March 2014 is attached for the information of Members

6. TOWN COUNCIL OFFICES - CHRISTMAS AND NEW YEAR OPENING HOURS

It is proposed that Godalming Town Council Offices should open during the Christmas and New Year period as shown below:

Wednesday, 24 December 2014 – Half day Closing
Thursday 25 December 2014 – Closed – Public Holiday
Friday, 26 December 2014 – Closed – Public Holiday
Monday, 29 December 2014 – Closed – Extra statutory day
Tuesday, 30 December 2014 – Closed – proposed “goodwill” day

Wednesday, 31 December 2014 – Annual Leave Day
Thursday, 1 January 2014 – Closed – Public Holiday
Friday, 2 January 2014 – Normal working hours

This is similar to the arrangements for the last three years and matches Waverley Borough Council's plans for the holiday therefore avoiding the practical difficulties that arise should the Town Council office be open when Waverley is shut.

It is proposed that this Committee recommend that the Town Council staff be granted an additional leave day, as a one-off goodwill gesture, to be taken on 30 December and that staff be required to take annual leave or "time off in lieu" on 31 December. Members to note that for Waverley Borough Council staff the "goodwill" day is now part of their terms and conditions of employment.

The Town Clerk will make arrangements with local funeral directors to accommodate any requests for an interment in either of the Joint Burial Committee's Cemeteries should one arise and will be contactable by mobile 'phone during office hours on non-public holiday dates. Members are asked to recommend the above proposals to the Policy & Management Committee.

7. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 2014 at 6.30 pm in the Council Chamber.

8. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

9. STAFFING MATTERS

Members to receive a confidential report from the Town Clerk.

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Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.