



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

11 February 2025

Meeting commenced: 6.30pm Meeting ended: 8.27pm

Minutes

Present
Councillors:

Alcock (Chair)	I Fradgley
Cleeve	Hunter
Coles	

Clerk: Town Clerk
Press: None
Public: None

30 Apologies

Apologies were received from Councillor Duck and accepted for the reason given.

31 Declarations of Interest

There were no declarations of interest.

32 To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

33 Public Participation

There were no members of the public present.

34 **To approve the draft Minutes of the meeting held on 8 October 2024**

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 8 October 2024 be approved as a correct record.

Town Clerk's Report

35 **Appointment of Council's Chaplain 2025/26**

Consideration was given to the appointment of the Council's Chaplain for the Council year 2025/26 in accordance with the Terms of Reference of this Committee and the personal preference of the Mayor Elect.

Accordingly, it was

RESOLVED: That Revd Dr Paul Edmondson be appointed as Council Chaplain for 2025/26.

36 **Volunteers Policy**

Consideration was given to the adoption of a new Volunteer Policy. It was noted that a formal policy was essential for the Town Council to provide clear guidelines on the recruitment, management, and support of volunteers while ensuring they uphold the council's values and standards.

Accordingly, it was

RESOLVED: That the Volunteering Policy be adopted

37 **In view of the confidential nature of the business to be transacted, the Chairman proposed, and it was AGREED to move the meeting into confidential session. The Minutes relating to these exempt items are recorded below.**

Confidential Minutes are available to members of the

Committee only.

38 Staffing Structure and Considerations

(exempt Minute for members of the Committee only)

RESOLVED: That the update be noted.

39 Human Resources

During consideration of the report, it was acknowledged that the proposed local government devolution measures could lead to an increase in resourcing pressures.

Due to time constraints in considering the proposals, it was

RESOLVED: That the matter be deferred to a future meeting.

40 Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL

A report on the level of absence/leave was considered.

RESOLVED: That the update be noted.

41 Town Clerk – Holiday cover/sickness cover

RESOLVED: That the update be noted.

Chair: