



## **STRATFORD-UPON-AVON TOWN COUNCIL**

### **PERSONNEL COMMITTEE**

29 July 2025

Meeting commenced: 6.30pm Meeting ended: 8.40pm

### **Minutes**

Present  
Councillors:

|                |        |
|----------------|--------|
| Alcock (Chair) | Coles  |
| Cleeve         | Fojtik |

Clerk: Town Clerk  
Press: None  
Public: None

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#### **1 Appointment of Chair and Deputy Chair for 2025/26**

Nominations were called for the position of Chair of the Committee.

Councillor Cleeve Proposed Councillor Alcock and this was Seconded by Councillor Coles, and it was unanimously

**RESOLVED** That Councillor Alcock be appointed Chair of the Personnel Committee for the municipal year 2025/26.

Nominations were called for the position of Vice-Chair of the Committee.

Councillor Cleeve Proposed Councillor Coles and this was Seconded by Councillor Fojtik, and it was unanimously

RESOLVED: That Councillor Coles be appointed Vice-Chair of the Personnel Committee for the municipal year 2025/26.

**2 Apologies**

Apologies were received from Councillors I Fradgley and Hunter (Mayor) and accepted for the reasons given.

**3 Declarations of Interest**

The Town Clerk disclosed a Personal Interest in Minute 10 and left the meeting when the item was considered.

**4 To receive written requests for dispensation for disclosable pecuniary interests**

There were no written requests for dispensation.

**5 Public Participation**

There were no members of the public present.

**6 To approve the draft Minutes of the meeting held on 6 May 2025**

It was Proposed, Seconded and

RESOLVED That the Minutes of the Personnel Committee held on 6 May 2025 be approved as a correct record.

**Town Clerk's Report**

**7 Safeguarding Policy**

Consideration was given to a Safeguarding Policy for the Town Council. It was noted that whilst the Council does not routinely work with children or vulnerable adults, members of the public of all ages engage with the Council through events, hall hire, and community activities. Adoption of a Safeguarding Policy was therefore considered necessary to reflect good governance and to ensure safeguarding risks are appropriately recognised and managed.

RESOLVED

1. That the Town Clerk and Councillor Cleeve be appointed as Designated Safeguarding Leads for the Town Council.
2. That safeguarding training be mandatory for all staff and strongly encouraged for all Councillors, with training records maintained and refresher sessions scheduled as required.

**RECOMMENDED That the Safeguarding Policy be approved and adopted.**

## **8 Exclusion of the Public and Press**

**In view of the confidential nature of the business to be transacted, the Chairman proposed, and it was**

RESOLVED

That press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings) Act 1960.

*The Minutes relating to these exempt items are recorded below.*

## **9 Staffing Report**

Consideration was given to the exempt report and appropriate action was considered as outlined in the report which included the following

**RECOMMENDED That the Town Council undertake an organisational review, with a request that the underspend from the 2025/26 Audit Budget be vired to fund it. Failing this, the Finance and Audit Committee be asked to identify alternative funding.**

10 **Town Clerks Pay Award**

Following the Town Clerk's approved Appraisal, it was

**RECOMMENDED: That the annual pay award be approved.**

11 **Open Spaces Team**

In line with the Council's duty of care and legal obligations under health and safety legislation, the recommended actions set out in the report to mitigate the risk of Hand-Arm Vibration Syndrome (HAVS) and related conditions were considered and approved. The Council were to take steps to implement appropriate control measures to ensure staff safety and would be looking at moving to battery operated equipment wherever feasible to reduce the risk.

**RECOMMENDED That appropriate budget be put in place for 2026/27 and beyond for replacement equipment for the open spaces team.**

12 **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.

Chair: .....