



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

28 April 2026

Meeting commenced: 6.30pm Meeting ended: 7.15pm

Minutes

Present
Councillors:

Alcock (Chair)	Fradgley
Cleeve	Hunter

Clerk: Town Clerk
Press: None
Public: None
Councillor: McNaught Barrow

31 Apologies

Apologies were received from Councillors Coles and Fojtik and accepted for the reasons given.

32 Declarations of Interest

There were no declarations of interest.

33 To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

34 Public Participation

There were no members of the public present.

35 To approve the draft and exempt Minutes of the meeting held on 10 February 2026

It was Proposed, Seconded and

RESOLVED That the open and confidential Minutes of the meeting held on 10 February 2026 be approved.

36 Appointment of Beadle

Following the retirement of the previous postholder, a recruitment process was undertaken. Mr Nigel Smith was appointed and would take up the role from May 18th 2026 for a five-year term. The appointment would be reviewed at the end of the term by the Town Clerk and this Committee.

RESOLVED That Mr Nigel Smith be appointed as The Council's Beadle from May 2026 for a five-year term.

37 Exclusion of the Public and Press

RESOLVED The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2

38 Staffing Matters

Agreed as per the report recommendations

a) Organisational Review - Staffing Considerations

RESOLVED

Members supported the Job Descriptions and Person Specifications for the Deputy Town Clerk/Deputy Chief Officer and Democratic Services Officer and agreed that recruitment should proceed as a priority.

That the Democratic Services Officer role should be full-time to ensure resilience.

b) Request for additional Hours

RESOLVED

A request for additional hours was received over increasing workload demands across financial management, facilities oversight and compliance, and civic/event delivery. Members supported the request on a temporary 12-month basis, with a formal review to be undertaken at 6 months.

c) Payment Discrepancy

RESOLVED

That the Payment Discrepancy to be aligned.

d) Overtime Arrangements

RESOLVED

That the discrepancy be amended

e) Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL

Report noted

Exempt Minute for members of the Committee only.

Chair: