

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 1 MAY 2025**

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**PRESENT:** Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence - Deputy Clerk

**R178. APOLOGIES FOR ABSENCE**

None received.

**R179. DECLARATIONS OF INTEREST**

None received

**R180. TO APPROVE AND SIGN, AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 17  
APRIL 2025**

**RESOLVED:**

That the minutes of the meeting of the Resources Committee held on 17 April 2025 be approved and signed as a correct record.

**R181. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting of the Resource Committee will be agreed at the annual council meeting scheduled for 8 May 2025.

**R182. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature of the business about to be transacted, it was in the public interest that the press and public be excluded from the remainder of the meeting.

R183. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL  
COMPENSATION OFFER**

**RESOLVED:**

To note that no communication had been received.

R184. **STAFFING MATTERS**

Members were provided with updates on a number of staffing matters and provided with the opportunity to discuss a number of issues with post holder 53.

**RESOLVED:**

1. That the update in respect of staff sickness absence be received and noted.
2. That the Clerk be given delegated powers to review staff resources in respect of cover for current staff absences.
3. That the Clerk be asked to draw up a formal management instruction of the role of Post Holder 53 in the absence of the Clerk.
4. That the flexible working arrangements of Post Holder 53 not be approved on a permanent basis at this time.
5. That the flexible working arrangements currently in place with Post Holder 53 continues on a trial basis and that this be reviewed as part of the planned staff review.
6. That Post Holder be mindful of the hard deadline of the end of July in respect of their CiLCA course.
7. That the update in respect of staff training be received and noted.
8. That the update in respect of Councillor training be received and noted.
9. That the report provided by the Clerk in respect of the Administrative Assistant to the Clerk be received and noted.
10. That the update on officer TOIL be received and noted.

The meeting ended at 6.53 pm.

Signed .....

Dated .....

29 May 2025