

Minutes of the virtual Staffing Committee meeting held remotely via zoom on 7th July 2020 at 7p.m.

PRESENT: Cllrs:- Brian Mead(Chair), A Doyle(Vice Chair)M.Chaudhry, D.Collins, Tom Mewies,

Also Present, Deb Holman(Bar Manager),Neil Palmer (Maintenance Manager) Lesley Reuben (Town Clerk) Carla Wescott (Admin)

APOLOGIES – : Scott Fessey (furloughed)

057. Minutes. Minutes of the meeting held 3rd March 2020 approved.

058. Matters arising from the minutes: there were none.

059. Maintenance Manager – an update was given on the work being done whilst the Leisure Centre was closed. Due to this fact it was noted that there was more being spent than is normal for this time of year as advantage was being taken to get tasks completed whilst closed. New flooring was due to be laid in the reception area and new internal doors which would give a good impression as they were both in a poor state on closure.

060. Bar Manager – an update was given on the plans for the reopening of the Bar. It was noted that tight control would be needed to minimise any losses. Three members would be back from furlough covering just over 2 full time equivalent posts. Opening hours would be flexible to start with and subject to change due to demand.

061. Furlough Arrangements – It was anticipated that Leisure Centers would soon be allowed to re-open and with that in mind preparation and planning was needed. The Leisure Centre manager and assistant manager, Swim school co-ordinator and the administrator were being asked to return on a part time basis. Individual Health Risk Assessments were underway as a duty of care to the staff was paramount to make sure it is safe for them to return to the workplace.

062. Town Clerk support – support continued through the Chair of Council in responding to residents who are challenging the Town Clerk personally for implementing council decisions.

063. Review of Services – A report from the consultant had been circulated recommending movement to the next stage which would entail soft testing of the market and a pre qualification questionnaire, on comments of the overall approach. The cost for this had been revisited as below:-

- Stage 1 (Pre Qualification & Commissioning) - Original Fees £4,000 - could be reduced to £3,750 - not much more could be reduced as the fees are relatively low for this stage.

- Stage 2 (Tender Stage) - Original Fees £14,000 - could be reduced by £1,000 to £13,000

All options would be on the table until tender stage and there would be no commitment to move to stage 2 if the council decided against moving forward.

It was agreed to instruct the consultant to move to stage 1 on the above terms.

064. Date of next meeting – 4th August 2020 7p.m.

There being no further business, the meeting closed at 8p.m.