



Minutes of the proceedings of the **Special Council Meeting** held at Hutton House, Chilton on Tuesday 24th June 2025 commencing at 7pm

Present:-- Acting Chair- Cllr. E. Bruce

Cllrs:- D. Bright, P. Herbert, P. Malpas & S. Reece (Mayor)

1. **Apologies for absence** - Stuart Sutherland & David English
2. **Declarations of interest** - None
3. **Member Dispensations** - None

No member of the public or press in attendance.

4. **Review the Staffing Report from the Town Clerk**- Council members discussed the proposal put forward by the Town Clerk in the paper *"Amendment request for reduction in Town Clerk hours and appoint a new member of staff"* - note the proposal was to reduce working hours from 37 to 25 hrs per week.

The following was agreed by those members in attendance and taking into consideration feedback submitted by Cllr English prior to the meeting.

1. It is too early to fully review the current staffing structure and Council would want to see it in operation for a minimum of 12 months before considering any fundamental changes.
2. Given the current pattern and number of public enquiries, the Thursday late opening hours should be reduced from 7pm to 5pm. Based on the revised opening hours the Town Clerk could (should she wish to do so) reduce her hours from 37 to 35 hrs per week if the workload could be covered by the existing complement of staff.
3. Noting the point in paper that the Clerk has advised that *"quite a few tasks are being carried out by her could be carried out by another member of staff at a lower grade"* members agreed that it is now appropriate with the recently revised committee structure that the Allotment, Open Spaces and Cemetery Committee should now be clerked by the Town Clerk. This would then free up time for the Finance and Admin Officer to pick up some of the administrative tasks the Clerk had identified as suitable for a staff member at a lower grade [than the Town Clerk].

Meeting Closed at 7.40pm

Signed

Cllr Sue Reece
Chair of the Council, 8th July 2025