



**MINUTES OF THE EXTRA MEETING OF GOVERNANCE & RESOURCES
COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD
SG5 4HG ON WEDNESDAY 2 JULY 2025 AT 19:15**

Present:

Cllr J Smith (Chair), Cllr S Buck, Cllr L Anderson, Cllr J Bendell, Cllr S Hayes, Cllr D Matthews, Cllr J Talbot

In attendance:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington. Cllr Cooper was absent.

Decision: It was **RESOLVED** to accept apologies from Cllr Headington.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present

4. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

5. REPORTS TO COMMITTEE

5.1. Staff Matters

Members received a confidential report with an update on staff matters including a proposal for a new staff structure. Members considered that if the role of the Deputy Clerk was to mirror that of the Town Clerk then that should include being appointed as the Deputy Responsible Financial Officer. It was further agreed that in order for this to be facilitated, the Deputy Clerk should hold FiLCA which should be attained within 12 months of appointment

DECISION: It was **RESOLVED** to

- a) **Approve the new staff structure with relevant changes in roles and responsibilities as outlined in the report**
- b) **Approve the appointment of Susan Riley to the role of Deputy Clerk after 6-month probation (October 2025)**
- c) **Approve the Deputy Clerk's member of the Society for Local Council Clerk (after October 2025)**



- d) **Approve the Deputy Clerk to obtain FiLCA within 12 months of appointment to the role.**
- e) **Authorise the Town Clerk to recruit the Business Support Officer at 25 hours per week in the first instance at salary as outlined in the report.**
- f) **Investigate costs relating to increasing the Business Support Officer role to 30 hours per week from April 2026.**
- g) **Review the Amenities Team Leader role after 3 months in relation to salary expectations**

Action: Town Clerk to initiate all the recommendations from the report.

6. DATE OF NEXT MEETING

Wednesday 30 July 2025

The meeting closed at 19:22.

SIGNED BY CHAIR:

MINUTES APPROVED (date):