



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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Tuesday 20<sup>th</sup> April 2021

*You are hereby summoned to  
a virtual Zoom  
Staffing Committee Meeting on  
Monday 26<sup>th</sup> April 2021 at 7pm*

*Local Authorities have been handed new powers to held meetings virtually by using video or telephone  
(please see details for joining at the end of the agenda)*

*Justine Hopkins*  
Town Clerk

AGENDA

1.	<b>Apologies and absence</b> (all members, clerk and members of the public will be in attendance for the purposes of 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' if they are in remote attendance)
2.	<b>To receive declarations of interests and consider requests for dispensations</b>
3.	<b>To approve the Minutes of the last meeting held on Monday 29th September 2020</b> To note that the minutes have already been approved on Monday 19 <sup>th</sup> October 2020 at the Full Council meeting.
4.	<b>To note staff holidays to be carried forward to 21/22</b>
5.	<b>To note that as part of the 2020 pay negotiations, the NJC employers agreed to increase the annual leave entitlement to 22 days, for those with less than 5 years service (effective from 1.4.20)</b>
6.	<b>Salary Review – Confidential</b> To resolve that the public and press will be excluded from this item to progress a confidential staffing matter. The NJC new pay scales for 21/22 are not yet available.
7.	<b>To agree to a new role for a Caretaker for Canon Park and to discuss the Contract and Job Description as recommended by the Canon Park Committee (see minutes 6.4.21) – see attached</b>
8.	<b>To note that the Town Clerks Appraisal took place on 20<sup>th</sup> October 2020 and that the section completed by Cllr Hall has now been received back and signed</b>
9.	<b>Policy Review</b> All policies were reviewed in 2020 and are due for review in May 2021.

10.	<b>Pension Year End Return</b> To note that the Year End Return for 2019/20 was completed on 16 <sup>th</sup> April 2020 To note that the Year End Return for 2020/21 was completed and sent on 8 <sup>th</sup> April 2021
11.	<b>Date of next meeting</b> To be arranged

**Berkeley Town Council is inviting you to a scheduled Zoom meeting**

Topic: Staffing Committee Meeting

Time: Apr 26, 2021 07:00 PM London

**Join Zoom Meeting**

<https://zoom.us/j/96411741539?pwd=S0FPK3J3RndSWFIPRy9wTjBUZE5wZz09>

Meeting ID: 964 1174 1539

Passcode: 282955

**Join by Telephone**

Call 0131 460 1196 (other numbers shown below)

Meeting ID: 964 1174 1539

Passcode: 282955

**Other UK Numbers**

0203 481 5237

0203 481 5240

0208 080 6591

0208 080 6592

0330 088 5830