



PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

*Staffing Committee Meeting  
held on Monday 13<sup>th</sup> January 2020 at  
7.00 p.m. in the  
Town Hall, Berkeley*

### Minutes

**Present:**

Councillor Peter Hall (Chairman)  
Councillor Quentin Somerset  
Councillor Phil Stevenson  
Councillor Tony Tucker

1.	<b>Apologies and absence</b> There were no apologies or absences.
2.	<b>To receive declarations of interests and consider requests for dispensations</b> There were none.
3.	<b>To approve the Minutes of the last meeting held on Monday 7<sup>th</sup> October 2019</b> It was <b>resolved</b> to adopt the minutes of the meeting held on Monday 7 <sup>th</sup> October 2019 and it was agreed that they could be signed by the Chairman.
4.	<b>To resolve that the Public &amp; Press will be excluded from this item to progress a confidential staffing matter.</b> This was resolved and the matter discussed and agreed.
5.	<b>To consider a review of all staffing policies</b> Councillors and the Clerk agreed to review all policies, for adoption at the next meeting.
6.	<b>To review the mileage allowance to comply with HMRC rate of 45p up to 10,000 miles</b> NALC updated employment contract states: <ul style="list-style-type: none"><li>The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council</li></ul> It was <b>resolved</b> to change the policy to read as above.
7.	<b>Date of next meeting</b>  The next Staffing Committee Meeting will be held on Monday 27 <sup>th</sup> April 2020.