



**Minutes of the of Thornbury Town Council Staffing Committee
Held on Thursday 30 April 2026 at 7.30pm.**

Councillors present: Chris Woodhouse (Chair)
Chirs Bloor
Chris Rowe (Arrived at item SC2526.25)
Gil Gilroy
Kath Greenman

Councillors absent: Jayne Stansfield

In attendance: Hannah Bowden, Chief Executive

SC2526.22. To receive any apologies for absence

Committee noted apologies from Councillor Jayne Stansfield.

SC2526.23. To receive any members declarations of interest

There were no declarations of interest.

SC2526.24. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

SC2526.25. To approve the minutes of the Staffing Committee meeting held on 2nd December 2025

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 2nd December 2025 as a correct record of the proceedings.

SC2526.26. To pass a resolution to exclude members of the public and press for the following items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for the following items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

SC2526.27. To receive recommendation following the CEO and RFO recruitment and approve appointment

It was **RESOLVED** to appoint the CEO and RFO as recommended by the interview panel and for the Chief Executive to negotiate the contract.

SC2526.28. To receive the job description review & second opinion report and determine next steps

It was **RESOLVED** to approve the recommended job description changes and pay scale changes for H&S arising from the evaluation.

SC2526.29. To receive an update on vacancies and recruitment

Committee noted the vacancy and successful recruitment of a Cemetery Supervisor.

SC2526.30. To receive report on changes to Employee Handbook and Model Contract due to changes in employment legislation

Committee noted the report and a copy of the updated Employee Handbook and Model Contract following changes in employment legislation.

SC2526.31. To review the committee's Terms of Reference for recommendation to Full Council

It was **RESOLVED** to approve the committee's Terms of Reference as presented for recommendation to Full Council.

SC2526.32. To review the committee's 2026-27 meeting dates for recommendation to Full Council

It was **RESOLVED** to approve the committee's 2026-27 meeting dates as presented for recommendation to Full Council.

SC2526.33. To review the committee's risks for referral to the Full Council

It was **RESOLVED** to approve the committee's risks as presented for recommendation to Full Council.

SC2526.34. To note response from the Capital Strategy Working Group in relation to project management

Committee noted that the Capital Strategy Working Group agreed the resource was not required to progress the strategy sooner and if project management is required then it will be built into the scope of a design and build brief.

SC2526.35. Date of the next scheduled meeting

Committee noted 6th October 2026 subject to Full Council approval

The meeting closed before 9pm