



Town Clerk: Dan Ledger  
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**MINUTES OF AN ORDINARY MEETING OF THE STAFFING MEETING HELD AT THE  
HAYRIDGE CENTRE ON THURSDAY 13 MARCH 2025 AT 10:30**

**Present:**

**Councillors:** J Buczkowski (Chair), P James, T Spring, J Stanford.

**Officers:** The Town Clerk, Deputy Clerk, Councillors C Snow and M Thompson.

**S24/016 Apologies for Absences.** There were no apologies for absence received.

**S24/017 Declaration of Interest & Dispensations.** There were no declarations of interests made.

**S24/018 Public Question Time.** There were no members of the public present.

**S24/019 Minutes.** The Minutes of the Extraordinary Meeting of the Staffing Committee held on 12 December 2024 were adopted as a true and correct record of the meeting. They were signed as such.

**S24/020 Overtime Breakdown.** The overtime report was NOTED. Answers to Councillor C Snow's question will be provided in due course.

**S24/021 Staffing Handbook.**

**RESOLVED** that the Staffing Handbook is adopted, with the introduction written by the Town Clerk rather than the Chair of the Staffing Committee.

**RESOLVED** that the Town Clerk delegated to make minor changes to the Staffing Handbook, with those changes reported to the Staffing Committee at the next meeting.

**S24/022 Review of Terms of Reference.**

**RECOMMENDED** that the Terms of Reference for the Staffing Committee are APPROVED.

**S24/023 Town Clerk Appraisal.**

**RESOLVED** that the Mayor and Chair of the Staffing Committee appraise the Town Clerk, and report to the next Staffing Committee.

**S24/024 Access to Work Request.**

**RESOLVED** to agree the Access to Work funding taken from the Staffing budget line, with the Access to Work grant repaid into that budget line when received.

**S24/025 Forward Plan.** The Forward Plan was NOTED.

**S24/026 Exclusion of the Press and Public.**

**RESOLVED** that, in accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**S24/027 Employee Rewards and Benefits.** To receive the staff survey on Employee Rewards and Benefits alongside a cost-benefit analysis.

**RESOLVED** to immediately implement Condensed Working Hours should an employee request it and subject to operational requirements.

**RESOLVED** to implement paid Volunteer Leave at the Town Clerk's discretion and subject to operational requirements to a maximum of 5 days per annum per employee.

**RESOLVED** that further investigation is done into the provision of team-building events, including event cost-caps, with budgetary provision in the Financial Year 2026-27.

**S24/028 Staffing Matter.**

**RESOLVED** that

1. Councillor J Buczkowski will act as the Investigating Officer, and the panel will consist of Councillors T Spring (Chair), with P James and J Stanford.
2. Staffing matter 2 is deferred.

**ADDENDUM**

The Town Clerk reported that the overtime payments made and questioned at Minute S24/020 were related to facilitating the event held on 23 November 2024 for the Christmas lights switch on, with one payment relating to the Outdoor Team, and the other related to the Administrative Team.

It was noted that neither the Town Clerk nor the Deputy Clerk claimed overtime payments for this event.

Meeting closed at 11:20.