Minutes of the Staff Sub-Committee held on 31 July 2026 in the Elsie Kimber Room

Present:
Councillors: Pam Lusby Taylor, David Marsh, Vaughan Miller (Chair), Elizabeth O'Keeffe

In Attendance:
Toby Miles-Mallowan, Chief Executive Officer (CEO)

1. **APOLOGIES OF ABSENCE**
   Cllrs Jo Day and Gary Norman

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
   It is declared that Cllr David Marsh is also a member of West Berkshire Council which is declared as a general interest and dispensation is given to discuss any matters relating to west Berks.

3. **APPROVAL OF MINUTES OF STAFF SUB-COMMITTEEE 24 MARCH 2026**
   Proposed: Cllr David Marsh
   Seconded: Cllr Pam Lusby Taylor
   Resolved to approve the minutes of the staff sub-committee 24 March 2026

4. **OUT OF HOURS PROCEDURE**
   Out of hours paper **received.**
   Proposed: Cllr David Marsh
   Seconded: Cllr Elizabeth O'Keeffe
   Resolved to authorise CEO to develop the out of hours procedure – to compare rates with other Town Councils

5. **EXCLUSION OF PRESS AND PUBLIC**
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr Elizabeth O'Keeffe
   Resolved that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item of business because of the confidential nature of the business to be transacted.

6. **PARKS AND OPEN SPACES SUPERVISOR**
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr David Marsh
   Resolved to reinstate the honorarium for the Parks and Open Spaces to take into account the additional duties. The honorarium to be back dated to 20 July 2026.

7. **CEO TRAINING**
   Confirmed that the CEO has successfully completed the Certificate in Local Council Administration.
   Proposed: Cllr Vaughan Miller
   Seconded: Cllr Pam Lusby Taylor
   Resolved to approve the salary uplift of one scale point for the CEO in line with the contract of employment.

There being no other matters the meeting finished at 14:45

Signed – Chairperson: _____ Date: _____