



**THORNABY TOWN COUNCIL  
STAFFING MEETING MINUTES  
FRIDAY 26<sup>th</sup> MAY AT 1pm  
THORNABY TOWN HALL**

**Present:** Cllr Ian Dalgarno  
Cllr Steve Walmsley  
Jen Elstob, Town Clerk – Minute taker

**ST-23-01 NOTICE OF MEETING:**  
The notice convening the meeting was taken as read.

**ST-23-02 APOLOGIES FOR ABSENCE:**  
Cllr Tina Large

**ST-23-03 CODE OF CONDUCT:**  
There were no declarations of interest received.

**EXCLUSION OF PRESS AND PUBLIC:** To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2), the press and public be excluded from the meeting during consideration of the matter referred to at item 5 below, due to the confidential nature of the business to be transacted:

**ST-23-04 TOWN CLERK:** to discuss new appointments to Thornaby Town Council  
Discussion took place about employing more staff to work for the Town Council as the Town Hall was renting out rooms to businesses.

- A cleaner was required and it was suggested that one should be employed for 10 hours a week, working over 2 days.
- Discussion also took place about employing a caretaker 8 -10 hours per week.
- Finally, an admin clerk working 15 hours per week over three days was suggested.

**To be discussed and agreed at an Extraordinary meeting on 12<sup>th</sup> June 2023.**

**The meeting closed at 14.00**

SIGNED:

DATE: 12<sup>th</sup> JUNE 2023