

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held remotely on 12 July 2024.**

**Present:**

Councillors Jo Day (Chairman), David Marsh (Sub), Sarah Slack (Sub), Elizabeth O’Keeffe,

**In Attendance:**

Toby Miles-Mallowan, Chief Executive Officer (CEO)

**7. Apologies for absence**

Councillors Pam Lusby-Taylor, Gary Norman, Vaughan Miller and Steve Masters

**8. Declarations of interest and dispensations**

The CEO said that Councillor Davide Marsh is also a member of West Berkshire Council and that he had a dispensation to discuss any matters which might relate to that Council at this meeting.

**9. Post of Community Services Officer**

The meeting considered the recruitment process for the position of Community Services Officer to replace a vacancy in the existing staffing structure. Councillor Day stated that recruitment panel’s **recommendation** is for Valentyna Sukhatska be appointed .

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Elizabeth O’Keeffe

**Resolved** that the Council appoint Valentyna Sukhatska subject to satisfactory references.

**10. Post of Civic Officer**

Councillor Day outlined that the recruitment of this position has been successful. There are 2 appointable candidates for this position. One candidate is exceptional and a potential for the position of Civic Manager. The CEO confirmed that this candidate has been contacted and is interested in being interviewed for the position of Civic Manager.

**11. Post of Civic Manager**

Councillor Day outlined that the current round of interviews had not been successful. The CEO stated that there is still one more candidate to be interviewed.

Sub-Committee **agreed** to hold interviews for the position of Civic Manager on Friday 5 July 2024.

**12. Exclusion of Press and Public**

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Jo Day

**Resolved** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

**13. Salary**

**14. Date of Next Meeting**

To be confirmed

The meeting finished at 12.28am.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_