

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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STAFFING COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY 26TH JUNE 2019 at 10.30AM

Present:

Cllr Mrs Anderton
Cllr Connell
Cllr Miss Hutchinson (Deputy Mayor Ex Officio)
Cllr Rooke

Also in Attendance:

Cllr Mrs Dixon - Dougherty

S1/06/19 Election of Chairman and Vice - Chairman

Cllr Mrs Anderton was elected Chairman and Cllr Rooke as Vice Chair.

ACTION

S2/06/19 Apologies for Absence

There were no apologies for absence received in respect of this meeting.

Clerk

S3/06/19 Declarations of Interest

Cllr Miss Hutchinson stated that as she was now Deputy Mayor she was an ex officio member of the committee.

S4/06/19 Discussion on information arising at the Council Meeting

Following discussion it was **RECOMMENDED** that Mrs Jo Brabbins, following a handover period, be appointed as Temporary Town Clerk, to work up to 21 hours per week on a six month fixed contract. It was also **RECOMMENDED** that Amanda Cannon would be appointed as Responsible Financial Officer.

S5/06/19 Pay and Hours of Staff

It was **RECOMMENDED** that Cllr Mrs Anderton would contact CALC and, if necessary, NALC for information on correct procedures before any decision could be made with regard to any changes in pay and hours of staff. It was **RECOMMENDED** that any agreed subsequent increase in pay would be back-dated to 15th July 2019. It was **RECOMMENDED** that any extra hours worked during the change-over period would be paid at the correct rate.

Cllr Mrs Anderton

S6/06/19 Role of Property Manager

It was **RECOMMENDED** that the Property and Services Manager would in future liaise with Adrian Banford and assist with the National Lottery Heritage Grant application for the Moot Hall and The Appleby Story.

S7/06/19 Date of the Next Meeting

It was **RECOMMENDED** that the date of the next meeting would be called after the Chair had accessed all relevant information.

ALL

There being no further business the meeting closed at 11.30am

AT THE COUNCIL MEETING ON: **WEDNESDAY 17TH JULY 2019**

THE COMMITTEE CHAIRMAN WAS AUTHORISED BY THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR BEING A TRUE AND ACCURATE RECORD:

Cllr Stan Rooke