



## JOINT FINANCE AND STAFFING COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 9<sup>TH</sup> SEPTEMBER 2019 at 8:04pm

### Present:

Cllr Mrs Anderton  
Cllr Chalmers  
Cllr Connell  
Cllr Curley  
Cllr Mrs Dixon – Dougherty  
Cllr Miss Hutchinson  
Cllr F Potts  
Cllr H Potts  
Cllr Rooke

### Also in attendance:

Cllr Hayes  
Cllr Stephenson

### F&S1/09/19 Election of Chairman for the Meeting

**RESOLVED** that Cllr Chalmers be elected Chairman for this meeting

### F&S2/09/19 Apologies for Absence

Apologies for absence were received from Cllr Pape and Cllr Wignall in respect of this meeting.

### F&S3/09/19 Declarations of Interest

There were no declarations of interest in respect of this meeting.

### F&S4/09/19 Chairman's Report

There was no Chairman's Report in respect of this meeting.

### F&S5/09/19 Management Accounts

The Committee considered the Management Accounts for August 2019.

### F&S6/09/19 Exclusion of the Press and Public

**RESOLVED** that the Press and Public be excluded from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 while the following business is transacted

*The Temporary Town Clerk left the meeting at 8:28pm*

### F&S7/09/19 Staffing Matters Recommendations of the Staffing Committee

Cllr Anderton gave a short presentation about the outcome of a recent Staffing Committee meeting. She asked the meeting to consider four recommendations arising from it as follows:

1. The Staffing Committee recommended that HR consultants be employed to determine that the pay scales for all Council and TIC jobs are correct following implementation of the NALC April 2019 pay scales.

It was **RESOLVED** that Staffing Committee employ HR consultants with a limit on spend of £500.

2. The Staffing Committee recommended that Amanda Cannon is paid an acting-up payment from the time the temporary Town Clerk leaves on the 20<sup>th</sup> September until a new Town Clerk is appointed.

It was **RESOLVED** that an acting-up payment will be made and this should also be part of the HR consultant's review.

### ACTION

3. The Staffing Committee recommended that the post of Town Clerk job is re-advertised with a new advert and candidate pack to a wider candidature. This will include entries in the Herald, other newspapers and online.

It was **RESOLVED** that the Staffing Committee should re-advertise the Town Clerk job and produce and include a candidate pack to a wider candidature.

4. The Staffing Committee recommended that the following the resignation of the Property Manager (which will take effect from the end of October) that the post should be advertised. The Property Manager has produced a suitable advertisement.

It was **RESOLVED** that the Staffing Committee should advertise for the role of Property Manager.

#### **F&S8/09/19 Governance and Staff Review Arrangements**

It was **RESOLVED** to defer the Governance and Staffing Review documents prepared by the Town Clerk to the next meeting of the Staffing Committee.

The meeting recorded its thanks to the Town Clerk all for the hard work, time and effort that she had put into producing these documents.

#### **F&S9/09/19 Councillors' reports and items for future agendas**

There were no Councillors' reports and items for future agendas raised in respect of this meeting.

#### **F&S10/09/19 Date of the Next Meeting**

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 14<sup>th</sup> October 2019** at **6.45pm**.

**There being no further business the meeting closed at 8:43pm**

**ALL**

AT THE COUNCIL MEETING ON: **WEDNESDAY 18<sup>th</sup> SEPTEMBER 2019**

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

**Cllr Jim Chalmers**

---