

PADSTOW TOWN COUNCIL

**Minutes of the Staffing Sub-Committee meeting held on Tuesday 11 October 2011 at 6pm
in the Council Chambers.**

Present: Councillors Mr A Rickard (Chair) Mrs C Evans, M J Hunt, Mrs Seaber, Mrs T Walter & C Watson Smyth

In Attendance: Councillors Mrs P Davis, D Vivian and Sue Lee – Locum Town Clerk

S167/2011 Apologies & Announcements – none

S168/2011 Declarations Of Interest - none

S169/2011 Public Bodies (Admission To Meetings) Act 1960

It was proposed and **RESOLVED** that in view of the confidential nature of the business relating to staffing matters to be transacted that the public be excluded from the meeting.

S170/2011 The minutes of the meeting held on 8 September were **RESOLVED to be a true record of the meeting.**

S171/2011 Town Clerk Appointment – It was **RESOLVED that no appointment should be made following the interviews on 7 October. A staffing meeting would be arranged for the end of November and the Locum Town Clerk would prepare draft documents for the position to be re-advertised after Christmas with a proposed start date of 1 April 2012. The Locum Town clerk would continue in post until 1 April 2012 to cover.**
Action: Locum Town Clerk

171/2011 Staffing

- Staffing structure – it was **RESOLVED** that the Locum Town Clerk work with the staff team to work out the best way forward with relation to staffing from 1 April 2012 and bring recommendations to the sub-committee for consideration at the Full Council meeting in November.

Action: Locum Town Clerk, Accountant & Maintenance Manager

- Reception cover – it was **RESOLVED** to recommend to F, S & GP committee that the Locum Town Clerk would put together an advert and job description for cover from January to be brought to the Staffing meeting in November.

Action: Locum Town Clerk

172/2011 Cleaning – it was agreed that that the Locum Town Clerk should add the Council cleaning requirements to the staff planning from 1 April 2012. It was **RESOLVED to recommend to delegate the authority for the existing contract to the Locum Town Clerk.**
Action: Locum Town Clerk

Recommendations to Finance, Staffing & General Committee

- a. that the Locum Town Clerk would put together an advert and job description for receptioncover from January to be brought to the Staffing meeting in November
- b. to delegate the authority for the existing cleaning contract to the Locum Town Clerk.

Chair