

# **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 .....