

Minutes of the meeting of WATTON TOWN COUNCIL held on

Monday 15 December 2014 at 7.00 pm

at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG in the Council Chamber

Councillors Present: J Rogers Chairman, K Birch Vice Chairman, P Blackmore, B Bunning, P Cooper, R Crabtree, J Fishlock, K Gilbert, S Hebbon, M Holmes, J P McCarthy, L McCarthy, R Turner and M Wassell

Officers Present: J Scarrott acting as Locum Clerk and recruitment consultant Natalie King

**14/236 APOLOGIES**

No apologies received

**14/237 INTERESTS**

No interests declared.

**14/238 CONFIRMATION OF MINUTES**

Following a correction to item 14/232 (budget proposal made by Cllr Cooper not Cllr Blackmore) the minutes of the Council Meeting held on Tuesday 25 November 2014 were approved as a correct record and signed by the Chairman.

**14/239 LIGHTING**

Some discussion took place regarding the contract for removal of the Christmas Lighting.

A copy of the contract will be sought and consideration will be given as to whether the lights, once taken down, can be placed in the Council store. The Chairman, Vice-Chairman and other councillors who may wish to volunteer will check what storage space is available.

**14/240 DATE OF NEXT MEETING**

All agreed the meeting scheduled for January 13<sup>th</sup> 2015 will be cancelled as any agenda items can be carried over to the meeting planned for January 27<sup>th</sup> 2015.

**14/241 EXCLUSION OF PRESS AND PUBLIC**

**It was proposed and agreed in accordance with Standing Order No 66 and**

**RESOLVED:**

**That in view of the confidential nature of the business about to be transacted relating to Staffing Matters, it is advisable in the public interest that the press and public be excluded from the meeting.**

**14/242 RECRUITMENT OF CLERK**

Natalie King had been invited to attend the meeting to explain the recruitment process, which she is leading, for the new clerk to the Town Council.

Draft documents were presented to the Council for consideration:

- Job Description

- Person Specification
- Terms & Conditions
- Adverts for the position
- Application Form

Questions were answered and suggested amendments to the documents will be made.

Agreed amendments to be made:

- It was agreed an additional responsibility should be added to the job description as the accounts and the payroll will be the responsibility of the new Town Clerk rather than the work being outsourced as it has been.
- An additional responsibility for the Town Clerk to maintain the Council Office opening hours of 9am to 1pm will be included in the job description.
- The Town Clerk will also act as Clerk to the Charlotte Harvey Trust (also to be added to the specific responsibilities in the job description).
- Time to be taken as holiday over the Christmas period will be specified in the Terms and Conditions document.
- The length of notice needed from the Clerk to the Council will be increased in the Terms and Conditions document.

Copies of policies referred to within the Terms and Conditions document will need to be resourced.

Pension provision will need further consideration to be fair to all employees of the Council.

It was agreed a small panel of Councillors would be established to consider initial applications. Agreed volunteers for the initial panel:

1. Chairman
2. Vice-Chairman
3. Margaret Holmes
4. Paul McCarthy

Others may be co-opted to the panel should the necessity arise, and any final decision regarding appointment of a new clerk will be made by the Full Council.

It was also agreed to arrange a meeting with an applicant for the post of interim clerk, one CV having been received for this post. It was agreed the pro-rata payment for the interim position will be set at no more than the lower scale for the permanent position (SCP 35).