

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE  
ON WEDNESDAY 02 MAY 2018 COMMENCING AT 6:00 PM

**PRESENT**

Councillor Mrs Constable (in the Chair)  
Councillors Mrs Bacon, Mrs Banevicius, Mrs Humphreys and Humphreys

**In attendance**

J G Brown, Interim Town Clerk  
Councillor Mrs Tranter  
Councillor Pullen

**30. APOLOGIES FOR ABSENCE**

None – as all Members were present.

**31. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**32. MINUTES**

Councillor Mrs Banevicius made reference to Minute No. 29.3 [Caretaker's Job Description/ Person Specification and Advert] and asked if the position had been filled. Councillor Mrs Tranter stated that interviews had taken place and an offer had been made to the successful applicant.

**RESOLVED** That the Minutes of a Meeting of the Personnel Committee held on 05 March 2018 (Minute Nos. 26-29) be approved as a correct record.

**33. FUTURE ROLE OF THE TOWN CLERK**

Mr Brown outlined the reasons why this matter was being reconsidered and stated that the two issues to be resolved was the number of hours to be worked and the permanent or temporary nature of the role.

With regard to the permanent or temporary nature of the position Members considered that the job should be permanent as the probation period [six months] allowed a review to take place if required.

With regard to the number of hours to be worked Councillor Mrs Bacon felt that as a new Financial Officer had been appointed who took away some of the previous Chief Executive duties then any new Town Clerk should be able to carry out tasks within a 25 hour week. Councillor Mrs Banevicius expressed concern that a 25 hour week would not allow the Town Clerk to have time to undertake a lead role for the Town Council in the community.

Overall Members felt that a 25 hour week was sufficient.

It was **RECOMMENDED** to Full Council:

1. That the previously agreed job description, person specification and job advert as circulated be approved.

(The Meeting closed at 6:20 pm)

Signed .....

Date .....