CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP
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Mayor: Cllr Dave Bulmer – Acting Town Clerk: Robin Williams

Minutes of a Special Meeting of the Finance and Personnel Committee held on Monday 24th August 2015 in the Town Hall, Guildhall at 6.00pm

Present: Councillors
Mrs. S. Dowell – Chairman; J. Baker; D. Bulmer; M. Carnell; A. Kenton; Mrs. J. Kenton; D. O'Brien; G. Shortland; S. Warwick.

In Attendance
R. Williams – Acting Town Clerk
Cllr. Mrs. Halse
There were no members of the public or press present.

Public Participation Time

This section (lasting up to 15 minutes) is not part of the formal meeting of the Council

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2015/65. Receive apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk).
LGA 1972 s85 (1).
Apologies were received from Cllr. Mrs. Orchard – Holiday

Resolved – To accept the apology and the reason for it.

2015/66. Declarations of Interest on items on the Agenda - Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.
(*NB this does not preclude any later declarations).*

There were no declarations if interest.

2015/67. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.
Public Bodies [Admission to Meetings] Act 1960

Proposed: Councillor Mrs. Dowell – **Seconded**: Councillor Bulmer
Unanimous

Resolved – that in view of the confidential nature of agenda item#2015/68 – Staff in Confidence members of the public, including the press, should be asked to leave the meeting.

2015/68. In view of the confidential nature of the business about to be transacted it is likely that the press and public will be excluded during consideration of this item (Item #2015/51 above refers)

Staff in Confidence

To review the organisation of the Town Council Administration team and agree the preferred arrangements for the future administration of the Council.

Proposed: Councillor Baker Seconded: Councillor Carnell
Unanimous

Resolved – that in future Chard Town Council should be employ a full time Town Clerk and a full time Deputy Town Clerk / RFO. That the responsibilities of the Operations Manager should be reviewed and that the 2 vacant Administration Officers posts should be filled.

To agree the steps necessary to achieve these arrangements, including the placement of any appropriate advertisements.

Proposed: Cllr. Mrs. Dowell **Seconded**: Cllr. Kenton
Unanimous

Resolved: That a sub-committee comprising Cllrs. Baker, Mrs. Kenton, Shortland and Halse be set up to prepare new job descriptions to be presented to a Special Finance and Personnel meeting to be held on Tuesday 1st September 2015 at 6.00pm. To defer the following item to that meeting.

To agree that the Council place an advertisement for a full time Office Administrator, qualified to NVQ Level 3 in Business Administration, or equivalent, to replace the current Administrator who has tendered her resignation.

Deferred to a Special Finance and Planning Meeting to be held on Tuesday 1st September 2015.