

# Frodsham Town Council



## Minutes of an Extraordinary Meeting of Frodsham Town Council

held on Tuesday 19 December 2017 at 6.30pm  
at Castle Park House, Castle Park, Frodsham.

**Present:** Cllrs J Critchley (Chair), C Ashton, L Brown, D Critchley, L Jones, A Oulton, F Pennington and M Poulton.  
Mrs H Catt (Town Clerk)

### Meeting 8

No	Item
131	<b>Apologies</b> Apologies were received and accepted from Cllrs R Holt, M Nield, T Reynolds and P Williamson.
132	<b>Declarations of Interest</b> Cllr Oulton – Reaseheath College
133	<b>Right for the public to speak</b> None
134	<b>Staffing Sub-committee – 12 December 2017</b> The minutes of the meeting and the decisions taken were noted. The following recommendations were discussed: <b>R1.</b> To adopt the Staff Recruitment Process - proposed and seconded by Cllrs M Parker and D Critchley. There was an addition to bullet point 3 in Step 2 – The job pack, including the reviewed documents, will be circulated to all councilors – proposed and seconded by Cllrs M Poulton and L Jones. The Staff Recruitment Process was then <b>agreed</b> . <b>R2.</b> To adopt the Staff Redundancy Process - proposed and seconded by Cllrs M Parker and P Martin. This was <b>agreed</b> unamended – proposed and seconded by Cllrs M Poulton and F Pennington.
135	<b>Resignation</b>
135.1	It was noted that the Facilities Manager has tendered his resignation and will leave our employment at the end of February 2018. Cllr Oulton said that Paul would be greatly missed.
135.2	It was noted that Staffing Sub-committee will undertake the recruitment of a replacement advertising the vacancy in early January. It was agreed that the job title should be changed to Estates Manager and attendance at Environment meetings should be included. Staffing Sub-committee will discuss utilising Cllr Oulton's expertise in the recruitment process. It is hoped that Paul will be able to spend time with the new post holder before he leaves. The post will be advertised in the Job Centre – Cllr Poulton reported that they can now apply filters to avoid too many unsuitable applicants putting in applications. It was also agreed to advertise in the Chronicle and a budget of £150 was agreed. It will also be on our website and promoted through social media. Reaseheath College and other places to advertise were discussed. Discussion about where to keep the van was deferred to Part B.
136	<b>Clerk's Report</b> None.
137	<b>Date of next meeting</b> Monday 8 January 2018 – budget setting meeting.
<b>Part B</b>	
138	<b>Van</b> – TC informed council about initial plans for where to keep the van during the interim period. This was agreed and will be reviewed when the new post holder is in place.