

Frodsham Town Council



Minutes of a meeting of
The Staffing Sub-Committee
held on Tuesday 30 October 2018 at 7.00 pm
In Castle Park House, Frodsham

Present: Cllrs C Ashton (Chair), D Critchley (Substitute) and J Critchley (Substitute)
Mrs H Catt (Town Clerk)

Meeting 2

No	Item
13	Apologies for Absence Apologies were received and accepted from Cllrs P Martin and Lord F Pennington. It was noted that Cllr M Parker has resigned from this sub-committee.
14	Declarations of Interest – None.
15	Minutes of Meeting 1 – 19 June 2018 The minutes of the meeting held on 19 June were agreed and signed as a true record.as a true record.
16	Vacancy It was noted the Town Clerk has tendered her resignation and will leave at the end of November.
17	Town Clerk The job description was amended to specifically mention the cemetery under Managerial functions and administrative & Advisory Functions. The Personal Specification was amended to ask for experience in local council roles, procurement processes, IT skills and minute taking; and to take out the reference to Neighbourhood Plan. These were then approved .
18	Recruitment
18.1	The Application Pack was agreed as the Job Description, Person Spec and FTC's last Annual Report. Applicants will be asked to send in a CV and a personal statement outlining how they meet the person specification and what they will bring to the role rather than a formal application form. People will need to contact TC for the pack so that the level of interest can be monitored.
18.2	The advert, which includes details of the grade and hours, deadline for submission and interview date, was also agreed . The Interview Panel will meet on the afternoon of 19 November, the deadline for submission. The interviews will be on Thursday 22 November. TC will invite the CEO of CHALC to provide support and advise on the day. The vacancy will be advertised vis the CHALC Bulletin, Frodsham Life on-line, and FTC website & Facebook. TC will also check if it can go on CWAC website.
18.3	The applications will be sent to TC, who will collate them ready for the shortlisting on 19 November. She will report to the Sub-committee members the number of applications that have been received at regular intervals, before the closing date. Further advertising could be considered if necessary. The recruitment Panel will consist of Cllr C Ashton, Cllr Lord F Pennington and Cllr J Critchley. Cllr Ashton will ask Cllr A Oulton, as Chair of FTC, if he is available.

No	Item
19	<p>Contingency Planning</p> <p>It was agreed to pay TC for her untaken accrued holidays rather than asking her to take them. TC will inform Cllr Ashton how much this will cost.</p> <p>It was agreed that the H&S & emergency spending power of up to £1000 would pass to the Admin Officer in the interim.</p> <p>TC outlined the many areas that would need to be covered in the period without a Clerk. On the finance side the main problem is there will be no electronic banking available. AO will liaise with the payroll company and ensure the cheques are provided to staff in lieu of BACS payment. She will also approve invoices for payment before the Book keeper writes the cheques ready for signing. She will take responsibility for Cemetery management. The Book-keeper will be able to provide basic papers for the finance reports but without any analysis (no front page). One of the Reception Staff will be trained to record the defibrillators on the national monitoring IT system. Reception staff and Estates Manager will maintain their current work programmes.</p> <p>There is a limit to the work that the current staff team should take over due to their existing work priorities, paid hours and grades.</p> <p>Areas which will not be covered include administration of council and committee meetings eg agenda setting and minute taking at meetings – It was agreed to seek a minute taker, who would work with the relevant chairs. There will be no project development, procurement (other than simple items), or internet banking in the interim.</p> <p>The biggest area of concern is budget and precept setting. TC will endeavor to bring proposals about the budget to 2019-20, following discussions at all budget holding committees and comparison with previous years, to the next full council. There are 2 major projects next year on top of all the regular activities – Restoration of the Memorial & gates and the extension of the cemetery. CWAC are unable to provide the Tax Base (figure used to determine the precept figure) before the week before the Christmas holidays so precept setting will be at the special January meeting.</p> <p>TC will endeavor to leave Desk Notes about as many activities and issues as possible to help with the induction of the new Clerk.</p>
20	<p>Clerk's Urgent Items</p> <p>None.</p>
21	<p>Date of next meeting</p>
PART B	
22	<p>Confidential Personnel Issues</p> <p>None.</p>

Meeting ended at 8.40pm

Members: Cllrs C Ashton, P Martin and M Parker
Reserve Member: Cllrs D Critchley, Lord F Pennington and J Critchley

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Chairs Initials_____