

Frodsham Town Council



**Minutes of an Extraordinary Meeting of
Frodsham Town Council
held on Wednesday 5 December 2018 at 7pm
at Castle Park House, Castle Park, Frodsham.**

Present: Cllrs A Oulton (Chair), C Ashton, L Brown, J Critchley, L Jones, P Martin, Lord F Pennington, P Williamson and A Wordsworth.

In Attendance: No one

Meeting 7

No	Item
109	Apologies Apologies were received and accepted from Cllrs D Critchley, M Nield, M Parker, T Reynolds, L Wilson and . Cllr F Sutton was not present and did not send her apologies.
110	Declarations of Interest – None.
PART B Confidential Matters	
111	Town Clerk Job Evaluation
111.1	To discuss and agree the job evaluation and agree actions PROPOSAL 1 It was agreed to instruct ChALC to find an experienced locum Clerk for 10 to 15 hours per week, for a minimum of 2 months, possibly longer. Remuneration spine point 31 (pro rata). The Locum would be responsible for finance, budget, precept and servicing meetings of the Council and Committees. Proposed: Cllr J Critchley. Seconded Cllr Martin. Agreed unanimously Action: Cllr J Critchley to write to ChALC PROPOSAL 2 It was agreed to have a meeting with Mrs Jackie Weaver ChALC, to discuss her evaluation of the Town Clerk post and agree a revised job pack. Proposed: Cllr Ashton. Seconded Cllr Oulton. Agreed unanimously Action: Cllr J Critchley to write to ChALC PROPOSAL 3 It was agreed that the reception staffing arrangements should be reviewed at the meeting with Mrs Weaver. Proposed: Cllr Lord Pennington. Seconded Cllr Ashton. Agreed unanimously
111.2	To agree the job pack – deferred
111.3	To agree the recruitment procedure and timetable - deferred
112	Date of next meeting – Budget & Precept Setting – Monday 14 January 2019 Monday 28 January 2019

Meeting ended at 7.32 pm.