

Frodsham Town Council



Minutes of an Extraordinary Meeting of Frodsham Town Council held on Thursday 20 December 2018 at 7.30pm at Frodsham Community Centre.

Present: Cllrs Alan Oulton (Chair), C Ashton, D Critchley, J Critchley, L Jones, P Martin, Lord F Pennington, T Reynolds and P Williamson.

In Attendance: Mrs Jackie Weaver, Chief Officer, Cheshire Association of Local Councils

Meeting 8

No	Item
113	Apologies Apologies were received and accepted from Cllrs L Brown, M Nield, L Wilson and A Wordsworth. Cllrs M Parker and F Sutton were not present and did not send apologies.
114	Declarations of Interest – None.
PART B Confidential Matters	
115	Town Clerk Job Evaluation and Recruitment
115.1	<p>It was agreed to accept the findings of Mrs Weaver's job evaluation and appoint a full time (37 hours per week) Council Manager on the NJC National Salary Pay Scale, on a spine point between 39 and 42 (£35,229 - £38,052)* subject to qualifications and experience.</p> <p>The Council Manager will also be the Proper Officer and Responsible Financial Officer.</p> <p><i>*From 1.4.19 the NJC pay scale is restructured to take account of the national minimum wage and cost of living rises – new equivalents are spine points 33-36 (£35,934 - £38,813)</i></p> <p>Proposed and Seconded by Councillors Martin and D Critchley.</p> <p>Cllr Reynolds left the meeting at 8.27pm before the vote. The meeting was adjourned for a few minutes while Cllr Reynolds spoke privately to the Chair.</p>
115.2	<p>Editorial changes to the job pack were agreed. Cllr J Critchley and Mrs Weaver will liaise on the changes and produce the revised job pack and then circulate to the Interview team.</p> <p>Proposed and Seconded by Councillors Martin and D Critchley.</p>
115.3	<p>The recruitment procedure and timetable was agreed.</p> <p>i. The interview panel shall be the Chairs of the Council; Policy & Process Committee; and the Staffing Sub-Committee – Cllrs Oulton, J Critchley and Ashton, and Mrs Weaver would advise the panel and be in attendance at the interviews.</p>

No	Item
	<ul style="list-style-type: none"> ii. The interview panel shall have delegated authority to select and appoint the Council Manager. iii. The post will be advertised in the first week of January 2019. iv. The closing date for applications will be the end of January 2019. v. Applicants will be sifted/short-listed in the first week of February 2019. vi. Interviews will take place in the second week of February 2019. vii. Mrs Weaver at ChALC will manage the receipt and administrative processing of applications. <p>Proposed and Seconded by Councillors Ashton and Martin.</p>
116	<p>Locum Town Clerk</p> <p>Mrs Weaver had provided a list of Clerks who were willing to provide Locum Clerk cover. Cllr J Critchley was liaising with them to check availability for the Council meetings in 14 and 28 January 2019. Mrs Weaver suggested that 3 of the Clerks should be invited to an informal meeting to discuss FTC needs.</p> <p>Action: Cllr J Critchley agreed to organise the chat with prospective Clerks for with Cllrs Ashton and Oulton.</p>
117	<p>Date of next meetings</p> <p>Budget & Precept Setting – Monday 14 January 2019</p> <p>Monday 28 January 2019 .</p>

Meeting ended at 9.15 pm.