



**MINUTES OF THE
POLICY AND RESOURCES COMMITTEE MEETING
HELD ON MONDAY 26TH MARCH 2018 AT 7.00PM AT THE GUILDHALL**

PRESENT

Councillor J Beeson (Chairman)
Councillor Mrs L Candlin
Councillor R Coleman
Councillor Mrs C Edginton-White
Councillor P Harrison

In attendance: Councillor Mrs A Coleman (Mayor)
Councillor P Edmundson
Councillor G Yarranton
Nick Farress, Town Clerk

129 Apologies

Councillors J Byng, S Clee, D Killingworth and Mrs E Davies.

130 Declarations of Interest

There were none.

131 Councillor Dispensations

There were no requests for dispensations.

132 Minutes

The Minutes of the Policy and Resources Committee meeting on the 19th February 2018 were approved and signed by the Chairman.

133 Exclusion of Press and Public

AGREED

That in view of the confidential nature of business about to be conducted, the press and public were asked to leave the meeting.

134 Staffing Arrangements

The Chairman presented a report by the Town Clerk setting out four staffing options following the retirement of the Mayor's PA.

AGREED

The option that was chosen was option 4 on the report which was:

(i) recruit an Apprentice at 30 hours per week at an hourly rate of £4.00 to carry out admin, reception and ICT duties;

(ii) To offer the Assistant Town Clerk an extra 8 hours per week to support the Town Clerk and the Council with new and ongoing projects until the postholder retires at the end of March 2019;

- (iii) To retain the Community Engagement Officer at 15 hours per week;
- (iv) To replace the Assistant Town Clerk post with a revised role after April 2019 with details discussed at a future meeting;
- (v) To spend an additional £892 from Reserves in 2018/19 above the agreed salaries budget to fund these new arrangements;
- (vi) That the Town Clerk forward to Members a copy of the draft Job Description for both the Apprentice and the revised Assistant Town Clerk post.

It was further **AGREED** that the Town Clerk seek advice on dealing with an internal staffing/code of conduct matter in relation to a confidential report, subject to any further evidence coming to light.

The meeting was declared closed at 8.15pm.

Signed.....
Chairman
Policy and Resources Committee – 16th April 2018