

Minutes of **EXTRAORDINARY MEETING** of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 5th March 2019** at **7pm**.

PRESENT: Cllrs: C Livermore (Chairman) C Ferris
R McGann A Ward
J Wallace S Hamilton
M Holloway

ABSENT: NONE

In attendance: Mrs Janet Bailey (Deputy Clerk), and no members of the public.

18/203 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Want, R Clark, S Sarll, D Page and J Randall.

18/204 DECLARATIONS OF INTEREST AND DISPENSATIONS

(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

204.1 To receive declarations of interest from councillors on items on the agenda.

None received

204.2 To receive written requests for dispensations for disclosable pecuniary interests.

None received

204.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

None received

18/205 CHAIRMAN'S ANNOUNCEMENTS

Prior to the meeting members received a copy of the following correspondence, which were taken as read:

205.1 **CBC Press Release: A few minutes of your time could help those affected by domestic abuse.** If your 16 or over and have experienced domestic abuse of any kind CBC would like to hear from you. The survey is completely anonymous and can be found at: www.centrabedfordshire.gov.uk/consultations For information about local support services visit: <https://bedsdv.org.uk/>

205.2 **CBC Press Release: Parent governor representatives named for Council children's committee.** Position remains for Academy school representative for CBC's Children's Services Overview and Scrutiny Committee. Completed ballots must be submitted no later than 4pm on 21 March 2019 with result declared 22 March .Ballots can be found at <http://www.centralbedfordshire.gov.uk/council/overview-scrutiny/parent-gov-rep.aspx>

206 MEMBERS QUESTIONS

None received

207 PUBLIC PARTICIPATION

None

208 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Meeting of Arlesey Town Council held on 26th February 2019. 2 minor typographical errors were noted and amendment to working of Minute 194.6 suggested to now read:

...that the Council support submission of communication stating concern with regard selective enforcement activity, lack of consistency and timeline for satisfactory conclusion of cases. Council delegate Cllr Ward to draft a letter requesting objective evidence regarding checks carried out on non-delivery of conditions of planning applications previously logged. Draft document to be circulated to members for comments, amendments and appraisal prior to issuing to CBC.

RESOLVED that the minutes of the Town Council Meeting held on 26th February 2019 with the application of above amendments, be approved and be signed by the Chairman as a true record of proceedings.

18/209 MATTERS ARISING

Members were informed that Town Council had received a request from CBC to promote a questionnaire via ATC social media page and website. Matter to be included on Agenda for March meeting.

18/210 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

None

18/211 EXEMPT BUSINESS

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates:

- 1) **Agenda Item 10** - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

RESOLVED that members of public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

Deputy Clerk left meeting for duration of discussions regarding panel recommendation, returning to note resolution regarding Clerk appointment.

18/212 TOWN CLERK RECRUITMENT

Members considered recruitment panel recommendation for appointment of Town Clerk following completion of interview process, approval of employment contract, employment package, and subsequent steps to be taken.

RESOLVED that Mrs Janet Bailey be appointed Town Clerk/RFO to the Council with effect from 11th March 2019 at salary SCP 39 under terms of NALC Model contract to

include 3month notice period required by either party, to work 35 hours per week as agreed by the Council. Members noted 5yr service Annual Leave increment due April 2020.

The recruitment panel recommended that the Council advertise the position of Assistant Clerk as soon as possible, on the basis that this position would become vacant following Mrs Bailey's appointment as Town Clerk.

RESOLVED that the Council delegate authority to undertake advertising of vacancy and interview process to Town Clerk and the existing recruitment panel consisting Cllrs Holloway, Livermore and McGann.

Assistant Clerk position to be advertised: 29 hours per week Monday to Friday as per 2016 advert. Salary: SCP 14 – 17 £22,462-£23,836 pro rata depending on skills/experience. Existing Job Description and Person Specification to be utilised to include that flexible working conditions may be considered. Mrs J Bailey to continue working between 35-37 hours currently worked whilst recruitment takes place.

Meeting closed 7.55pm

Chairman.....

Date