

BARNSTAPLE TOWN COUNCIL

MINUTES of the meeting of the STAFF COMMITTEE held on Monday 3rd December 2018 at 6.00pm in THE GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Councillor I Roome (Chairman)
Councillors Mrs V Monk, Mrs V Elkins, Mr A Windsor Mrs J Hunt & Mr J Phillips.

Also in attendance: Mr Robert Ward, Town Clerk.

ST21 APOLOGIES FOR ABSENCE

No apologies

ST22 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr I Roome and Mrs J Hunt as members of North Devon Council have a dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

ST23 MINUTES

RESOLVED: That the minutes of 18th October 2018 be signed and confirmed as a correct record.

(4:2abs)

ST24 ABSENCE OF PRESS AND PUBLIC

RESOLVED: That the following matter shall be taken in the absence of the press and public, in accordance with the Public Bodies (Admission to meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82a.

(NC)

ST25 STAFF HOURS REPORT

RESOLVED: That the report be received and noted.

(NC)

ST20 TOWN CLERK'S REPORT

A report was given by the Town Clerk.

1. ADMINISTRATION OFFICER AND CIVIC AND CEREMONIAL OFFICER

RESOLVED: Approval to recruit a temporary member of staff to cover the interim period of the Administration Officer vacancy.

RESOLVED: To recruit to a new post that covers the Administration Officer and Civic and Ceremonial functions.


(NC)



2. CURRENT TEMPORARY STAFFING ARRANGEMENT
 RESOLVED: Post 86 to be made permanent on SCP19
 RESOLVED: Post 60 to revert to its substantive grade. (NC)
3. LIEU HOURS
 RESOLVED: For the Town Clerk to bring the management of Lieu hours in to line with current terms and conditions. (NC)
4. SPENDING CONTROL
 RESOLVED: To note the Town Clerk's action to managing current spending. (NC)
5. TOWN CLERK – CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION
 RESOLVED: Approval to extend the period for the Town Clerk to complete the CiLCA Qualification to the end of April 2019 (NC)
 RESOLVED: Approval for attendance on the course at a cost of £340.00 +VAT (NC)
 RESOLVED: Approval for the Town Clerk to book up to 3 days per week in to his diary exclusively for the completion of the CiLCA qualification (NC)
6. STAFF SALARIES BUDGET
 RESOLVED: To note and accept (NC)

Meeting ended at 6.55pm

Chairman.

Signed.....

Dated.....25/4/19