

TODMORDEN TOWN COUNCIL

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09 June 2019

NOTICE IS HEREBY GIVEN THAT an Extraordinary meeting of the Staffing Committee will be held at Todmorden Community College, Burnley Road, Todmorden on Thursday 13th 2019 at 9.15am

M Carrigan

Councillor Mary Carrigan
Chair of the Staffing Committee

COMMITTEE MEMBERSHIP

M Carrigan (Chair)
R Coleman-Taylor
A Greenwood

D Skelton (Vice-Chair)
A Hollis
L Levick

K White (Ex-Officio)

6 Committee members and Town Mayor (Ex-Officio)

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

Public Participation

- Notice is hereby given that members of the public may make representations, answer questions and give evidence at a meeting in respect of the business on the agenda, with agreement of the Council or committee (ideally notified in advance to the clerk).
 - Any member of the public shall not speak for more than five minutes, unless the time period is extended by resolution of the Council or committee.
 - A question asked by a member of the public shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
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AGENDA

1. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

2. Declarations of Interests

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3. Public Participation

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.

Note: No resolutions can be under public participation

4. Minutes

4.1 To approve the draft minutes of the Staffing committee meeting held on 03 April 2019.

4.2 To approve the draft minutes of the Staffing committee meeting held on the 18th May 2019.

5. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960

To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6. Employment Matters

6.1 To receive an update from the Chair of the Staffing committee on a confidential employment matter and to consider any action that may be required.

6.2 To receive an update of the recruitment of the Town Clerk/RFO post and confirm the date of interviews to be held on Tuesday 16th July 2019.

6.3 To consider the contractual transfer of the Admin Assistant post to the Town Council from Arc recruitment at a cost of a £200 transfer fee. The Council would be making savings by transferring the post.

6.4 To consider quotations for the upgrade of the photocopier machine and a copying charges contract. The machine is currently over 9 years old and is not reliable which is impacting on the efficiency of Council business. The costs will be met from the Office and IT equipment budget.

6.5 To delegate to the Clerk a budget of £700 for the cost of new office furniture to include x3 desks and pedestals and two cupboards. The current office furniture is not fit for purpose and is representing a health and safety issue. The costs will be met from the Office and IT equipment budget.

7. Any items for discussion for a future agenda

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

8. Date of the next committee meeting

To confirm the date, time and venue of an additional Staffing committee meeting to be convened.