

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 25th MARCH 2021

Start: 11:30 AM

Finish: 12:45 PM

<b>Councillors present:</b>	Clough, Owen, Williams and Winnard
<b>Councillors in attendance not a member of this committee:</b>	Taylor, part of meeting
<b>In attendance:</b>	Ruth Batterley, Town Clerk
<b>Members of the public:</b>	None

### 2021/73 Apologies for absence

- b) To note apologies for absence
- c) To receive and consider apologies for absence
- d) To approve reasons for absence

Councillors Brazendale and Malik were not present.

### 2021/74 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

There were none.

### 2021/75 Minutes of previous meeting

To confirm as a correct record the minutes of the meeting held on Friday 12th March 2021.

**Resolved** to confirm as a correct record the minutes of the meeting held on 12<sup>th</sup> March 2021.

### 2021/76 Public Participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.

There were no members of the public present.

### 2021/77 Appointment of Deputy Clerk

- a) **To receive an update on the appointment of the Deputy Clerk.** It was noted that there had been a number of applications, four applicants are to be invited for interview on Thursday 1<sup>st</sup> April.
- b) **To consider any next steps.** Interviews are to be allocated an hour, to allow for sanitising, etc. Interviewees are to be asked to log into Dropbox to view videos of the recorded February Finance and General Purposes committee meeting and to write a set of minutes.

**2021/78 To resolve that members of the press and public be excluded from items 2021/79 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Consideration of confidential staffing salary)**

Councillor Taylor left the meeting.

**Resolved** to approve that the press and public be excluded from the meeting owing to confidential information about staff salary.

**2021/79 Resignation of Town Clerk**

- a) **To note the resignation of the Town Clerk.** Noted.
- b) **To consider arrangements for the transition period.** There was discussion about the appointment of a locum, pending the recruitment of the permanent Town Clerk. There was further discussion about the current Clerk undertaking a small number of hours to deal with day-to-day finances should this be required. The locum is to start work on the 14<sup>th</sup> April for a handover with the Clerk. The Clerk will contact SLCC about the notice period on either side and ask that the locum is prepared to undertake an induction with the newly appointed clerk.
- c) **To consider a contract for a locum**
- d) **To consider a payment in lieu of leave. Resolved** that it be recommended to the full council that a payment be made in lieu of leave.
- e) **To consider any recommendation to be made to the full council as necessary. Resolved** to recommend the appointment of the locum and a small number of hours to be carried out by the current clerk each week if required.

**2021/80 Date of the next meeting**

**To note the date of the next meeting as being Monday 19<sup>th</sup> April at 2:00pm**