



# CHILTON TOWN COUNCIL

## **Minutes of a meeting of Chilton Town Council**

held at Hutton House, on Thursday 15th July 2021 at 6.00pm

**Chairman:** *Councillor E.Bruce (Mayor)*

**Present:** *A.Bruce, J.Cairns, V.Collinson, P.Davies, P.Malpas, M.Young, S.Sutherland, L.Rundle.*

**In attendance:** Mr.M.Brodie, NEREO.

**Members of the public:** nil

### **OM90.0/21. APOLOGIES**

Cllrs. G.Wheadon, K.Hornsby.

### **OM91.0/21 DECLARATION OF INTERESTS**

Nil

### **OM92.0/21. MEMBERS' DISPENSATION**

None.

### **OM93.0/21 EXCLUSION OF PRESS AND PUBLIC**

On a proposal by Cllr. V.Collinson seconded by Cllr. A.Bruce, and carried that the public be excluded for the remainder of the meeting.

### **OM94.0/21 REPORT FROM NEREO**

The Mayor welcomed Mr. M.Brodie from NEREO to present the final report in regards to recent staffing issues. Members were reminded the report was and should remain confidential.

**Resolved:-** On a proposal from Cllr. E.Bruce seconded by Cllr. S.Sutherland, and carried, to endorse the NEREO report and to note the Town Clerk had formally left the Council employ on the 30<sup>th</sup> June 2021. The Mayor thanked Mr.M. Brodie for all the support and advise given to the Authority.

Mr. M.Brodie left the meeting, and the Mayor invited Mr. J.Robinson, Acting Town to join the meeting to discuss an extra item placed on the Agenda

### **OM95.0/21 STAFING RECRUITMENT**

The Mayor advised she had requested the Acting Town Clerk to join the meeting to discuss recruiting replacement staff for the vacant post, as a result of the departure of the office manager.

Cllr. J.Cairns stated she was under the opinion authority had been given to the Acting Town Clerk to recruit to vacant posts and there was no need to discuss further. Cllr. M.Young advised he was under the impression the Council had agreed to recruit 2 part time members of staff to do 40 hours each.

The Mayor advised no firm decisions in this regard have been made by the Council.

At this point Cllrs. J.Cairns and M.Young left the meeting.

The Mayor then led a discussion in regards to the way forward.

**Resolved:-** The Acting Town Clerk advertise for a permanent Finance Assistant to work 30 hours per week based upon the job contract circulated. Job Description and Job Profile to be agreed by Chair and Vice Chair of Human Resources. Interviews to take place early August with a start date of 1<sup>st</sup> September, however earlier if successful candidate can accommodate. Job share to be considered. Acting Town Clerk to ensure members room be converted into an office for the successful candidate to be based.

Chair and Vice Chair of Human Resources to meet with local College Officers to discuss appointing an Apprentice to cover reception/administration, on a 4 hour per day basis.

Signed:-

Mayor of Chilton  
14<sup>th</sup> September 2021