

MINUTES OF THE SPECIAL MEETING OF BURY ST EDMUNDS TOWN COUNCIL HELD ON WEDNESDAY 12 AUGUST 2015 AT 7:08 PM AT THE TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS

PRESENT: Cllrs F Warby (Vice Chairman in the Chair), Augustine, Barrett, Chung, Cockle, Everitt, D Hind, K Hind, Murray, Rayner, Thompson and P Warby.

ALSO PRESENT: Sue Hindry (Assistant Town Clerk/Responsible Financial Officer).

1. CHAIRMAN'S INTRODUCTION

None.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and accepted from Cllr Hailstone (away on business), Rout (work commitments), Speed (holiday), Springett (another meeting) and Williamson (holiday).

3. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government". Cllrs Chung, Cockle, Everitt, D Hind, Thompson, F Warby and P Warby declared a local non-pecuniary interest as a Borough Councillor.

4. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT

None.

5. TO CONFIRM, ADOPT AND SIGN THE MINUTES: MEETING 22 JULY 2015

Resolution Record No. **BSETC/070/12/Aug/15:**

That the minutes of the Full Council meeting of 22 July 2015 be agreed and signed as a true record.

6. PUBLIC FORUM

There were no members of the public present.

7. TO APPROVE THE RENEWAL QUOTE FROM THE CURRENT INSURER FOR COUNCIL'S INSURANCE COVER FROM 01 SEPTEMBER 2015

Resolution Record No. **BSETC/071/12/Aug/15:**

That the renewal quote from the current insurer for Council's insurance cover from 01 September 2015 be approved in the sum of £2,062.98.

8. TO APPROVE THE TERMS OF EMPLOYMENT FOR THE NEW ALLOTMENTS & ADMINISTRATION ASSISTANT: 3 DAYS (24 HOURS) PER WEEK; SALARY £9,864 PER ANNUM (PRO RATA OF SCP 11 £15,207 PER ANNUM OF THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES PAY SCALES); A MOBILITY CLAUSE IN RELATION TO PLACE OF WORK AND ALL OTHER TERMS AND CONDITIONS OF EMPLOYMENT TO BE PER THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES NATIONAL AGREEMENT ON PAY AND CONDITIONS OF SERVICE (KNOWN AS THE 'GREEN BOOK')

Resolution Record No. **BSETC/072/12/Aug/15:**

That the terms of employment for the new Allotments & Administration Assistant: 3 days (24 hours) per week; salary £9,864 per annum (pro rata of SCP 11 £15,207 per annum of the National Joint Council for Local Government Services pay scales); a mobility clause in relation to place of work and all other terms and conditions of employment to be per the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (known as the 'Green Book') be approved.

9. TO APPROVE AN OVERLAP OF THREE DAYS FOR THE NEW ALLOTMENTS & ADMINISTRATION ASSISTANT WITH THE OUT-GOING POST HOLDER AND THE ASSOCIATED OVER BUDGET EXPENDITURE

Resolution Record No. **BSETC/073/12/Aug/15:**

That an overlap of three days for the new Allotments & Administration Assistant with the outgoing post holder and the associated over budget expenditure be approved.

10. TO APPROVE THE RECRUITMENT ADVERTISING COSTS FOR THE POSITION OF ALLOTMENTS & ADMINISTRATION ASSISTANT IN THE BURY MERCURY IN THE SUM OF £244.80 PLUS VAT AND IN THE BURY FREE PRESS IN THE SUM OF £732 PLUS VAT

Resolution Record No. **BSETC/074/12/Aug/15:**

That the recruitment advertising costs for the position of Allotments & Administration Assistant in the Bury Mercury in the sum of £244.80 plus VAT and in the Bury Free Press in the sum of £732 plus VAT be approved.

11. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS:

It was resolved to exclude temporarily the public and press for the remaining items due to the confidential nature of the business to be discussed concerning: Staffing and Employment matters.

12. TO RECEIVE THE REPORT OF THE STAFFING AND EMPLOYMENT INTERVIEW PANEL OF 12 AUGUST 2015 AND TO ADOPT THE RECOMMENDATION THEREIN

Resolution Record No. **BSETC/075/12/Aug/15:**

That the report of the Staffing and Employment Interview Panel of 12 August 2015 be received and the recommendation therein that XXXXXXXXXXXXXXXX be offered the position of Allotments & Administration Assistant be adopted.

13. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 23 September 2015 at 7pm.**

The meeting ended at 7.21 pm.

Signed: _____

Dated: _____