

# WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of 6<sup>th</sup> October 2015 at 10am in the Committee Room at the Civic Centre.

Present Cllrs P Smith(Chair), John Cordwell, June Cordwell, T Luker

*Town Clerk: Ms S Bailey*

1. **Apologies for Absence** accepted from Cllr R Claydon
2. **Declarations of Interest** none
3. **Approval of Minutes of Finance & Special Purposes Committee** of 20<sup>th</sup> August 2015; it was proposed by Cllr P Smith and seconded by Cllr John Cordwell and agreed 3 in favour to approve these Minutes as with a minor amendment

*The Following item was dealt with in Closed Session under Public Bodies (Admission to Meetings) Act 1960 due to staffing matters, proposed to go into closed session by Cllr P Smith seconded Cllr John Cordwell, agreed by all.*

4. **To consider departure of caretaker and replacement** The mayor explained the circumstances which had led to the caretaker resigning, namely that the Council had (after legal employment advice from South West Councils) asked him to carry out the other roles in his contract within his paid weekly hours, which he had agreed to do, however then he was immediately signed off sick for a week by his doctor, and a week later resigned giving his pro rata annual leave entitlement as notice. We therefore are currently covering the caretaker duties via the Buildings Manager, and shortly the Mayor will also lock up for two evenings a week. We need to recruit a replacement asap.

A draft job specification was produced and considered, along with a time line for recruitment and replacement. 10 hours a week is ample to cover civic centre (chairs/tables & locking of 5 hours, play area inspections & town hall locking another 2 hours, and 3 hours of litter/weeds/town tidying duties). More town tidying duties expected in the summer months. Payment, as a minimum, of the national living wage should be considered by the Council for all staff. The provision of a mobile for caretaker use should also be considered if they are to be contacted out of hours. An advert was produced which will be displayed in windows and noticeboards. Clerk to proceed with process and update Council at next meeting on 19<sup>th</sup> October. Application responses date by 19<sup>th</sup> October, with interviews on 27<sup>th</sup> October with Clerk, Mayor & Deputy Mayor. Start date on 2<sup>nd</sup> November envisaged.

*Proposed to exit closed session by Cllr P Smith, seconded Cllr T Luker, agreed by all.*

Meeting finished at 10.40am

Signed .....

Date .....