

LUDGERSHALL TOWN COUNCIL



Minutes of the Extraordinary Meeting held on 23rd March 2021 at 7pm, remotely using Microsoft Teams.

Present: Cllr M Giles (Chair), Cllr M Williams, Cllr N Allingham, Cllr J White, Cllr C Giles, Cllr V Dixon, Cllr CA Allan, Cllr B Dance, Cllr P Burgon, Cllr CA Moore, Cllr D Downie, Cllr J Langley

AGENDA ITEM

36-20/21: 1. Apologies – Cllr B Cordery - The Committee resolved to accept these and record under the LGA 1972 Section 99 and Sch 12 para 40.

37-20/21: 2. Declaration of Interests – none.

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items were closed to the public due to their confidential nature.

38-20/21: 3. Assistant Clerk or Admin Assistant - The Clerk had forwarded background information to the committee prior to the meeting and started the discussion by asking 'what does LTC want?'. The committee discussed, here are a few viewpoints on the matter;

- Staffing & Finance had agreed previously that they wanted to have a deputy clerk that could stand in for the Town Clerk if needed and a budget was set to take this in to account for 2021/2022 year.
- Is training for this complete? The on-the-job training could only cover the clerk's part due to the need to be face to face for the RFO part, with government guidelines of working from home during covid-19 making this difficult. Hence the suggestion of a part way change in job description and point pay scale.
- Is there a need for 2 qualified clerks? The committee were split. Cilca is not required to do the job of Clerk however it is best practice. To deputise there is a need to be suitably qualified and/or trained.
- Some Cllrs were worried about what residents might say if they see LTC giving someone a pay rise. However, the increase would be due to a job change with more responsibility. Cllrs still worried on how it would look.
- If there is a different requirement for the job, which would mean a new job description and therefore different pay scale then LTC should be confident with the knowledge of why there is this need.

The committee decided that once the new Staffing Committee is established at the May FTC that they will start a thorough audit of work and hours that the office do and what is require, taking into consideration the future, expectations of work coming through the office. Until such time that this can be completed the two positions are Town Clerk & Administrative Assistant with 35 hours each, continuing at the same scale point. 11 for and 1 against, carried. Clerk to confirm to Admin Assistant.

There being no further business to discuss the meeting was closed at 7.51 pm.

Signed.....

Date.....