

Human Resources Committee Meeting 07.04.16

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF ONGAR TOWN COUNCIL HELD ON THURSDAY 7th APRIL 2016 AT 7 PM

PRESENT:

Councillors:	J. Bicknell	D. Birch*	P. Bolden
	J. Browning	C. Feetham (chair)	N. Fletcher*
	B. Freeman	A. Kaye	J. Reynolds
	D. Roberts	J. Rushton*	A. Wingfield*

*Not a member of the committee

Officers: J. Farr (Deputy Clerk)
E. Gough (Admin Assistant)
A. Laws (Admin Assistant)

Public: Four members of the public

Press: Two members of the press

The Human Resources chairman opened the meeting stating that an administrative error was found in the original agenda and apologised if it misled or provided incorrect information to the public. Deputy Clerk Judith Farr said she had been asked to change the agenda on the morning of the meeting but added that she did not believe there was an error as the original wording was taken from a proposal and recommendation from the Jubilee Park Committee.

51/15 Apologies for absence

No apologies were received.

52/15 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

53/15 Public participation

No members of the public wished to address the committee.

54/15 To agree the minutes of the meeting of 10 March 2016

The minutes of the meeting were reviewed.

Cllr Reynolds **PROPOSED** and Cllr Bolden seconded that Cllr Kaye's statement be removed from the minutes.

Vote –
For – 5
Against – 0
Abstain – 3

AGREED

- To amend the draft minutes after which they would be signed by the chairman as a true record.

55/15 Clerk's Report

Personnel consultant

Ellis Whittam had advised that they should only be contacted by the Clerk or Deputy Clerk. Telephone calls from Councillors would not be dealt with and may be charged for unless prior permission had been given by the Council.

Cllr Reynolds requested that the Deputy Clerk allow him to have sight of the contract between Ongar Town Council and Ellis Whittam.

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Training

EFDC had offered members training on chairmanship to be held at Epping on Monday 23 May at 6 pm – 9 pm. If any Councillors would like to attend please let the Clerk know.

Cllr Feetham expressed her wish to attend. Cllr Birch expressed an interest but would check his diary and let the Deputy Clerk know.

56/15 Staffing levels

After considering management of tasks in the Clerk's absence it was **PROPOSED** by Cllr Roberts and seconded by Cllr Reynolds to appoint a locum clerk from EALC recommendations for 2 days per week.

VOTE: Unanimous

Cllr Kaye asked that the minutes reflect that the Council sends the Clerk their best wishes for a speedy recovery.

57/15 Training

The information on the training budget for 2016/17 was noted.

Feedback on the VAT/finance training received from Derek Kemp, DCK Beavers, was noted. It was **PROPOSED** by Cllr Bicknell and seconded by Cllr Kaye to approve the expenditure of £125 allow the Admin Assistant to attend two training course during May 2016.

VOTE: Unanimous

58/15 To note the minutes of the Full Council meeting on 25 February 2016

The minutes were noted.

59/15 The Council is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to staffing matters.

VOTE: Unanimous

62/15 The Council is asked to resolve to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960.

Members of the press and public returned to the meeting.

The meeting closed at 8.10pm

Signed:

Chair of Committee

Date: