



Horsforth Town Council

Staffing Minutes and Action Points/Recommendations

Date of Meeting:	Tuesday, 14 June 2022	
Venue:	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL	
In the Chair:	Simon Dowling	
Minute taker appointed:	Simon Dowling	
Present: (Tick if present)	Simon Dowling ✓	Richard Hardcastle ✓
	Chris Calvert ✓	John Garvani ✓
	Raymond Jones ✓	Dawn Collins ✓
	Becky Heaviside ✓	Tracy Stones ✓
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
In attendance (officers/guests):	none	
Apologies and reasons received and accepted from:	none	
Declarations of interest:	None	

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
1	Minutes of previous meeting 7 th June 2022 Proposed: Cllr Collins Seconded: Cllr Jones Agreed		
2	Declaration of Disclosable Pecuniary and other Interests None declared		

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
3	<p>To consider questions and comments from members of the public at the Chairman's discretion</p> <p>None</p>		
4	<p>To consider during the rest of the meeting and agenda item excluding the public from the meeting under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted</p> <p>Proposed: Cllr Garvani Seconded: Cllr Hardcastle</p> <p>Agreed</p> <p>Members considered various items relating to the Clerks ongoing work within the council</p> <ul style="list-style-type: none"> • Proposal SMD to represent as soul contact for JS represent staffing <p>Proposed: Cllr Collins Seconded: Cllr Calvert</p> <p>Agreed</p> <ul style="list-style-type: none"> • Proposal for Occupational health to now be contacted to be able to support Julie and the Council. <p>Proposed: Cllr Jones Seconded: Cllr Hardcastle</p> <p>Agreed</p>		
5	<p>Update on Locum</p> <ul style="list-style-type: none"> • Proposal to appoint Rebecca Crabtree as Locum Clerk for 10 hours a week on NJC SCP 23 on initially a 3 month contract. <p>Proposed: Cllr Jones Seconded: Cllr Hardcastle</p> <p>Agreed</p>		

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	<ul style="list-style-type: none"> Duties will be discussed with Rebecca and Julie in terms of what we are needing each of them to do Proposal Rebecca will act as proper officer for Horsforth Town Council until Julie is back to contracted terms and conditions. Proposed: Cllr Stones Seconded: Cllr Collins Agreed Cllr Jones, Cllr Dowling and Cllr Stone will meet will Rebecca at 6:30pm on 16/06. 		
6	<p>Recruitment Update</p> <ul style="list-style-type: none"> Agreed that interviews for administrative assistant will take place on the 29th June with interview panel being: Cllr Hardcastle Cllr Heaviside Cllr Jones Cllr Dowling Cllr Calvert 		

Date of next meeting:	Tuesday 21st June
Meeting finished at:	18:35

Signed Dated