



Horsforth Town Council

Staffing Minutes and Action Points/Recommendations

Date of Meeting:	Tuesday, 21 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 <input type="checkbox"/>	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:	Becky Heaviside	
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 14 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 Calvert Seconded: Cllr Stones</p> <p>Agreed</p> <p>Members were updated on current situation with the Clerk.</p>		
5	<p>Update on Locum</p> <ul style="list-style-type: none"> Cllr Simon Dowling presented contract for Rebecca Crabtree appropriate changes were made which included review date after 10 weeks with potential view to extend if required. <p>Proposed: Cllr Garvani</p> <ul style="list-style-type: none"> For contract to be presented to Becky with Cllr Simon Dowling to sign on behalf of Horsforth Town Council <p>Seconded: Cllr Jones</p> <p>Agreed</p>		
6	<p>Recruitment Update</p> <ul style="list-style-type: none"> All candidates shortlisted for admin assistant are no longer available for the role due to being offered other roles with other companies. Julie had also decided not to apply for the role. 		

Date of next meeting:	TBC
Meeting finished at:	18:45

Signed Dated