



Horsforth Town Council

Staffing & Employment - Minutes and Action Points/Recommendations

Date of Meeting: 7.00pm	Monday, 31 October 2022			
Venue:	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL			
In the Chair:	Cllr Tracy Stones			
SE/22.23 Minute taker appointed:	Cllr Dawn Collins			
Present: (Tick if present)	Cllr Dawn Collins	✓	Cllr Ray Jones	✓
	Cllr Simon Dowling	✓	Cllr Tracy Stones	✓
	Cllr Kat Firth	<input type="checkbox"/>	Cllr Margaret Townsley	✓
	Cllr John Garvani	<input type="checkbox"/>		<input type="checkbox"/>
	Cllr Richard Hardcastle	✓		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
In attendance (officers/guests):	No guests or members of the public were in attendance			
SE/22.24 Apologies and reasons received and accepted from:	Cllr Kat Firth – mother needs her Cllr John Garvani – clash of meetings			
Declarations of interest:	none			

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	Some emails appear to be being lost. Need to have diverts on the ones that Becky isn't checking all of the time. E.g.clerk@hor....	Office	
	Cllr Jones believes Cllr Garvani's apologies were sent to office as he was also copied in on them. Check Cllr Garvani's apologies were sent to the office and add his apologies if appropriate.	Office	
SE/22.25	Minutes of the previous meeting were approved	note	
	Panic button has been checked and Becky now knows how to work it and to turn it off.	note	

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
SE/22.26	In view of the confidential nature of the business about to be transacted the press and public were temporarily excluded from the meeting	note	
SE/22.27.1	<p>Draft Contract</p> <p>Proposed changes:</p> <ul style="list-style-type: none"> • Date of issue to change to the date that it is issued/signed. • Remove 'and is ongoing'. • Change to 'Your employment as clerk and RFO'. • Take out line regarding reviewing the contract. • "during this time there will be regular review, at least monthly, carried out by two staffing committee members which will be minuted and sent to yourself for approval" • Etc. <p>Committee councillors are happy for Cllr Stones to make the amendments as requested and for councillors to review and approve the final document through email.</p>	Cllr Stones	
SE/22.27.2	<p>Update about reference</p> <p>Reference received from Cllr Lynn Buckley, Alwoodley Parish Council. No negative comments.</p>		
SE/22.27.3	<p>Job description</p> <p>Proposed changes:</p> <ul style="list-style-type: none"> • Job title needs changing to 'Horsforth Town Council Clerk and Responsible Financial Officer'. • Hours need re-jigging to be in line with the contract just discussed. <p>Committee councillors are happy for Cllr Stones to make the amendments as requested and for councillors to review and approve the final document through email.</p>	Cllr Stones	
SE/22.28	<p>Revised docs will be given to Becky on Monday 7th November 2022</p> <p>Docs to be signed and witnessed Friday 11th November, after remembrance service at cemetery.</p>		

Date of next meeting:	Click or tap to enter a date.
Meeting finished at:	Click or tap here to enter text.

Signed Dated