



Horsforth Town Council

Staffing & Employment Committee Minutes Monday 30 October 2017 at 6pm

Present: In Chair - Cllr R Hardcastle

Cllr D Collins, Cllr S Dowling, Cllr J Garvani, Cllr I Scott, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

S&E/17.49–17.50 These minute numbers have been left blank intentionally.

S&E/17.51 **To receive apologies for absence and to consider the reason for the absence**
There were no apologies.

S&E/17.52 **Declaration of Disclosable Pecuniary and other Interests**
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

None declared.

S&E/17.53 **To consider questions and comments from members of the public at the Chairman's discretion**
Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

No members of the public present.

S&E/17.54 **Minutes of the previous meetings**
The Committee was asked to approve the minutes of the meetings held on 27 September 2017 and 13 October 2017.

RESOLVED that the minutes of the meetings held on 27 September 2017 and on 13 October 2017 are true records.

S&E/17.55 **Public Bodies (Admission to Meetings) Act 1960**
The Committee was asked that in view of the confidential nature of the items about to be transacted at agenda items 6 to 8 to temporarily exclude the press and public and that they be asked to withdraw from the meeting.

Signed Dated

No members of the public were present.

S&E/17.56 Staffing and Employment Committee 13 October 2017

To ratify the decisions of the Staffing and Employment Committee of 13 October 2017.

RESOLVED to ratify the decisions taken by the Staffing and Employment Committee on 13 October 2017.

S&E/17.57 Employment Matter

Members considered an update and proposals from Cllr D Collins relating to an ongoing employment matter.

RESOLVED that the proposals as given by Cllr D Collins following advice from the Council's solicitor and following further negotiations be implemented.

S&E/17.58 Appointment of Town Clerk

The Acting Clerk left the meeting during discussion of this item.

RESOLVED to recommend to Council that the Acting Clerk be appointed Town Clerk with effect from 14 October 2017 on the same terms and conditions as at present.

S&E/17.59 Items for future agenda

Appointment of additional member of staff.

S&E/17.60 Date of the next meeting

The date of the next meeting is 16 November 2017.

Noted.

The meeting closed at 6:35pm

Distribution: Cllrs D Collins, S Dowling, J Garvani, R Hardcastle, I Scott, V Wood-Robinson

Signed Dated