

Eye Town Council - Sub Committee Meeting Record

Name of Subcommittee:	Finance and Governance
Date and Time of Meeting:	8/6/16 - 8:00
Councillors Present:	Cllrs: Gould, Evitt, M. Ford, N. Ford, Ribchester, Molesworth
Members of Public Present: (continue overleaf if necessary)	

Discussion and Summary of agreed actions:

1. No apologies for absence.
2. The minutes of the previous meeting had been received and reviewed by all councillors. No changes necessary.
3. NF and MF provided an update on the recruitment process for a new Town clerk and project co-ordinator. The application packs, including revised job descriptions and person specifications, was complete and had been sent out to those who expressed an interest in either of the roles.
4. Advertising: Leaflets outlining the roles had been posted through town letterboxes by a number of councillors with the balance being delivered by Karl and Dawn. The vacancies had also been put on a number of free sites including Twitter, Facebook, SALC and Indeed. Councillors discussed the possibility of paid advertising and determined that this would likely be useful in order to reach the broadest number of potential applicants and given the importance of these roles to the town. It was agreed to go with the quote obtained from the Diss Mercury, which would provide 1 week in the paper together with a 2 week listing on the EDP Jobs Direct at the rate of £127.60 plus VAT as well as a 2 week list for both jobs on Suffolk Jobs Direct, which would cost £50 per job. It was felt that these lines of advertising, particularly the online ones, would ensure that the jobs were out there for the full two week period as opposed to the somewhat transient nature of Facebook and Twitter.
5. Clerk budget line: Discussion took place about the fact that, while it was hoped to stay within the current budget line, that if a particularly qualified person came forward and a higher spinal point was awarded, that this might impact and require a slight increase in the budget line. It was also agreed that any change in on-costs and pension ramifications would need to be explored. Councillors also discussed the fact that an additional laptop and phone and some training might be required. Agreed to request further costings from the clerk and to recommend a corresponding increase in the budget line.
6. Monitoring: Discussion took place around how to monitor the roles going forward. It was agreed that the previous proposal with respect to the project co-ordinator ie. that the chairs of events, strategic planning, THUG and finance and governance meet with the individual on a regular basis to assess workload, assign tasks, etc. would be the best way forward. With respect to the clerk, it was felt that it would be beneficial for regular meetings to take place in order to monitor workload, concerns, etc.
7. Induction: It was felt that it would be useful, as suggested by the current clerk, to use her exit pack as a basis for induction. This would be discussed further at the next meeting of F&G which was scheduled to take place just after the interviews.
8. Recruitment process: Shortlisting has been scheduled for Monday, June 27 at 1:00. The interviews will take place on Thursday, June 30 (for the clerk) and Friday, July 1 (for the project co-ordinator). Steps will be taken by Cllrs: M. Ford, N. Ford and Molesworth to work on the procedure and timetable for the interview days. These will be discussed further at the short listing.

9. Contracts: Discussion took place about the necessity for review of the current contract and the drafting of one for the project co-ordinator post. Cllr. N. Ford will circulate the current contract for review and discussion at the short-listing.
10. Current Employees: Cllr. M. Ford suggested that it would be useful to keep the current employees informed about the fact that the current town clerk was leaving and transition arrangements which were planned. She will speak to the current clerk about setting up a meeting with Dawn and Karl and Cllr. Evitt will speak to Susan
11. Starting Dates: Discussion took place about an appropriate start date for the two new employees. Councillors agreed that this would like be dependent upon when the individuals would be available but felt that some consideration could be given to starting the project co-ordinators post somewhat later given the summer recess. This would however be dependent upon workload.
12. Pensions: Cllr. M. Ford agreed to followup the issue of pensions with a review to ascertain where we are in terms of 'rollout' and what steps would be necessary, if any, in the near future.
13. Annual Return: Councillors had a brief look at the annual return which had been circulated by the clerk the day before. Many councillors had already seen this document and it had been signed by the previous mayor. Councillors looked briefly at the statement of significant variances but as most councillors present hadn't had a chance to review it in great detail, it was agreed that all councillors present would look at it and present any comments on it at the full council meeting.
14. Foundation Award: The clerk had queried whether the Council still wished to proceed with the Quality Council award. Cllr. M. Ford agreed to speak to the clerk about how many steps were remaining and how much time she felt would be involved.
15. Tendering: The clerk had indicated that the cemetery and other grass cutting contracts were up for review and that she was hoping to complete these before her departure. Councillors agreed that they would liaise with the clerk and assist with this process where possible.
16. Town Hall software transition: The clerk had indicated that not all of the bookings/dates from the previous record keeping system had been transferred to the new booking software. Cllr. Molesworth agreed to liaise to see how he might be able to assist with this process.
17. Debtors: The clerk had indicated that there was money which was still outstanding from SCC and other debtors. Cllr. Gould agreed to assist with the obtaining of the money from SCC, should this prove necessary as there appeared to be a minor question about invoicing. Cllr. N. Ford agreed to speak to the clerk to request a list of other outstanding debtors and amounts outstanding.
18. Planning Committee at Mid-Suffolk: Cllr. Evitt provided a summary of the deliberations and ultimate decisions which had been taken by the Planning Committee committee during the afternoon.
19. AOB: Discussions took place about having a reception/farewell for the departing clerk and Simon Hooton who had recently resigned from the Council after many years of service. It was agreed to try and arrange something for after the July council meeting if possible.
20. Date of next meeting: Wednesday, July 6, 2016

Summary of Recommendations agreed to take to full Council:

- To approve the division of the current clerk's role into two distinct roles: Town Clerk (20 hours) and Project Co-ordinator (8 hours), both on the salary range of SP 26-29.
- To approve advertising costs for the clerk and project co-ordinator posts.
- To increase the 'clerk' budget line by an appropriate figure having regard for revised costings.
- To review the statement of significant variances.

Meeting Closed: 10:20

Return this form to the Town Clerk within one week of meeting date.