

PERSONNEL MEETING OF HAVERHILL TOWN COUNCIL

**Held on Tuesday 27th January 2004 at 7pm
in The Studio, Town Hall Arts Centre, Haverhill**

Constitution : **Vice-Chair:** **Councillor A Thomas**
 Town Councillors: S Fanning and M Lee.
 Minutes: **Mrs L Lodge (SALC)**

In attendance: **Cllr J Rudd, Haverhill Town Mayor (ex-officio)**
 1 member of the public (part of meeting).
 Mrs M Mitson Woods, Chief Executive SALC

MINUTES

1. **Resolution to Personnel Committee on the advice of the National Association of Local Councils**

It was **resolved** that That, in the absence of the Town Clerk, the Chair of the Council or appointed Acting Clerk can sign Agendas for any Personnel Meeting of Haverhill Town Council and that this resolution be retrospectively applied to the Agenda for the Personnel Meeting of 27th January 2004. **Agreed.**

2. **Apologies for Absence.**

Councillor N Whelan.

3. **Declarations of Interest.**

There were no declarations of interest.

*It was **resolved** that in accordance with Section 100(A) (4) of the Local Government Act 1972, the public, press and councillors not members of the committee, are excluded from items 4, 5 and 6 of the agenda on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12(A) of the Act. **Agreed.***

4. **Minutes of the last meeting held on 20th January 2004.**

The minutes were agreed with no amendments. **Agreed.**

5. **Matters arising.**

There were no matters arising.

6. **Staffing issues.**

It was noted that Councillor Lee had spoken to staff, as agreed in item 9 of the previous minutes. It was further noted that the Committee needed to consider actions required in the absence of the Clerk in both the short term (under 4 weeks) and the medium term (4 weeks plus).

Noted that a VAT inspection is to take place on 16th February for which records will need to be available, together with the Clerk or other person with the necessary financial knowledge.

Noted that concerning the Arts Centre transfer, in the absence of the Clerk, the legal issues will require assistance and this to be requested from the Borough Council in the first instance.

Decision : Councillor Lee will continue to act as the liaison between the Personnel Committee and the staff.

Decision : In the absence of the Clerk, delegated powers for planning matters will pass to the Mayor (Chairman), Vice-Chairman and one other councillor, to allow for fair representation.

Decision : Staff to have access to the relevant Chairman of committees to raise issues regarding their particular area of responsibility and direct personal issues to the Personnel Committee.

Recommendation : That a temporary Clerk be contracted via SALC as soon as possible, until the Clerk returns to work, for up to 17.5 hours per week at a cost of up to £250 per week and the matter be reviewed at the next full Council meeting.

Recommendation : In the absence of the Clerk, any complaints (about staff?) from councillors must be posted, via Royal Mail, to the Mayor, who will forward on to SALC for consideration. That there will be no deadlines on responses during this time.

7. **Closure.**

The meeting closed at 7.25pm.

Signed: _____
Chairman.