

**OAKENGATES TOWN COUNCIL**  
**MINUTES OF THE AD-HOC PERSONNEL COMMITTEE MEETING**  
**HELD ON Monday 9<sup>th</sup> August 2010 at 7:15 pm**  
**IN THE COUNCIL CHAMBER, OAKENGATES TOWN HALL,**  
**THE PLACE THEATRE SQUARE, OAKENGATES**

**Present:**

**Chairman:** Councillor Booth  
**Councillors:** Ellis, (Deputy Mayor) Rhodes, Willis and (Mayor)  
Wood  
**Clerk:** Michael Gledhill

**In attendance:** Councillors Maddy, Pearce and Whitehouse

<b>Minute number</b>	<b>Agenda Item No Title &amp; minute</b>
	<b>1. TO ELECT A CHAIRMAN</b>
1175/10	In agreement with those present Councillor Ellis opened the meeting at 7:20pm. He requested nominations for the role of Chairman. One nominee was named but was reluctant to stand. Councillor Willis proposed and Councillor Wood seconded the nomination of Councillor Booth. There were no further nominations and Councillor Booth confirmed his acceptance and was duly elected as chairman and took the chair.
	<b>2. TO ELECT A VICE CHAIRMAN</b>
1176/10	Nominations were requested. Councillor Rhodes proposed and Councillor Wood seconded the nomination of Councillor Ellis. There were no further nominations and Councillor Ellis confirmed his acceptance and was duly elected as vice chairman.
	<b>3. WELCOME BY THE CHAIRMAN</b>
1177/10	Councillor Booth welcomed those present.
	<b>4. APOLOGIES FOR ABSENCE AND REASONS</b>
	To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972.
1178/10	The Town Clerk informed members that apologies had been received and entered into the apologies book for Councillors Norton and Trafford. Both apologies were noted and accepted.
	<b>5. DECLARATIONS OF INTEREST</b>
	To receive any disclosures of Members' personal and/or prejudicial interests.
1179/10	No declarations were made
	<b>6. PRIVATE SESSION</b>
1180/10	It was resolved that the public and press be now excluded from the meeting under Section 100A(4) of the Local Government Act 1972, as adopted by Standing Order 25, on the ground that the items to be considered involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A thereof (as amended), by virtue of, respectively, descriptions 1, 2,3 and 4 referred to therein.

**7. STAFFING MATTERS**

**a. To receive a report from the Town Clerk**

1181/10 The report from the Town Clerk was received

**b. To discuss the report**

1182/10 The report from the Town Clerk was discussed

**c. To identify and to resolve the necessary actions**

1183/10 In connection with the Contract of employment for the Deputy Town Clerk it was resolved by 4 votes for (Councillors Booth, Wood, Rhodes, and Willis) and one vote against (Councillor Ellis) that the draft contract be confirmed with the exception of the hours, and that these should read "Your hours of work are 520 hours per year and are based on an average of 10 hours per working week with flexibility to work under or over to cater for weekly variations in workload. [The maximum you may work in a week is 37 hours]." Providing the Deputy Town Clerk is in agreement with the revised contract he should be requested to sign the contract at his earliest convenience.

1184/10 In connection with the Contract of employment and working hours for the Town Clerk it was resolved that this be adjourned until the next meeting.

**8. DATE AND TIME FOR NEXT MEETING**

1185/10 It was resolved "That the next meeting of the Ad-hoc personnel Committee is to be held at 7:00 pm on Tuesday the 31<sup>st</sup> August 2010".

There was no further business and the meeting was closed at 9:00 pm

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Chairman

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Date