

Ilkley Parish Council

Minutes of the meeting of the Management and Staffing Committee of Ilkley Parish Council held in the Council Chamber, Ilkley Town Hall, Wednesday 28th May 2014 at 7.45pm.

Those present:

Chairman: Councillor S Butler

Vice-Chairman: Councillor H Bowen

Councillors: Councillor P Kitching, Councillor L Robinson & Councillor M Ridgway.

Officer: Mrs Fiona Birdsall

1415/01 To elect a Chairman of the Management & Staffing Committee for 2014-2015.

Proposed by Cllr Bowen

Seconded by Cllr Kitching

RESOLVED that Cllr Butler be elected Chairman of the Management and Staffing Committee for the year 2014-2015.

All present were in favour.

1415/02 To elect a Vice Chairman of the Management & Staffing Committee for 2014-2015.

Proposed by Cllr Ridgway

Seconded by Cllr Kitching

RESOLVED that Cllr Bowen be elected Vice-Chairman of the Management and Staffing Committee for the year 2014-2015.

All present were in favour.

1415/03 Chairman's remarks

Cllr Butler welcomed everyone to the meeting and thanked those members present for attending.

1415/04 Apologies for absence

Apologies had been received from Cllr A Walbank, Cllr J Souter and Cllr M Gibbons.

1415/05 Disclosures of interest

No disclosures of interest were received.

1415/06 Dispensations

No dispensation requests had been received.

1415/07 Public participation

There were no members of the public present.

1415/08 Minutes of the previous meeting

Proposed by Cllr Bowen

Seconded by Cllr Robinson

RESOLVED that the Minutes of the Management and Staffing Committee meeting held on Wednesday 30th April 2014 be approved and signed as a correct record.

All present were in favour.

1415/09 Exclusion of the public and the press

Proposed by Cllr Butler

Seconded by Cllr Bowen

RESOLVED that members of the public and the press be excluded during consideration of business of a confidential nature (Public Bodies Admissions to Meeting Act 1960 S1(2)).

All present were in favour.

1415/10 Recruitment of the Clerk to the Parish Council

Proposed by Cllr Butler

Seconded by Cllr Bowen

RESOLVED that Mrs Clare Smith be appointed, as the Clerk to Ilkley Parish Council at Salary Scale SCP 29 from 1st June 2014.

The employment contract for the new clerk will include a two month notice period (from the employee). The Parish Council may give one month's notice.

All present were in favour.

1415/11 Support for the Parish Office

Members considered the requirements for support and temporary cover for the Parish Office

Proposed by Cllr Butler

Seconded by Cllr Bowen

RESOLVED to recruit an office assistant rather than a deputy clerk, to support the Clerk to the Parish Council, as soon as possible.

Good communication skills and an understanding of Local Government being the desired prerequisites. Local employment agencies will be approached and contact will be made with the Yorkshire Local Council Association.

All present were in favour.

1415/12 Items for the next agenda

The Management and Staffing Committee will next be called as and when required.

The meeting closed at 8.05pm.