



ILKLEY PARISH COUNCIL

MINUTES OF THE MANAGEMENT AND STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON TUESDAY 26TH JULY AT 1PM

Those present:

Chairman: Councillor S Butler

Councillors: Councillor L Packett, Councillor M Gibbons, and Councillor B Mann (Ex-Officio).

Officer: Clare Smith (Clerk)

- 1617/01** **ITEM 1 – To elect a Chairman of the Management & Staffing Committee for 2016/17.**
Proposed by Councillor M Gibbons
Seconded by Councillor B Mann
RESOLVED: That Councillor S Butler be appointed as Chairman of the Management & Staffing Committee for 2016/17. *(Unanimous)*
- 1617/02** **ITEM 2 – To elect a Vice Chairman of the Management & Staffing Committee ofr 2016/17.**
Item deferred until the next meeting of the Committee.
- 1617/03** **ITEM 3 – Chairman’s Remarks**
The Chairman welcomed those present to the meeting.
- 1617/04** **ITEM 4 – Apologies for Absence**
Apologies were received from Councillor J Rickard (business), Councillor J Souter (prior engagement) and Councillor J Sugden (business).
Proposed by Councillor M Gibbons
Seconded by Councillor B Mann
RESOLVED: That the above reasons for absence be accepted by this Committee. *(Unanimous)*
- 1617/05** **ITEM 5 – Disclosure of Interest**
There were no disclosures of interest.
- 1617/06** **ITEM 6 – Dispensations**
There were no dispensation requests from Members received by the Clerk in respect of this meeting.
- 1617/07** **ITEM 7 – Minutes of the Previous Meeting**
Proposed by Councillor M Gibbons
Seconded by Councillor B Mann

RESOLVED: That the Minutes of the Management and Staffing Committee meeting held on 4th May 2016 be approved and signed by the Chairman as a correct record.

(Unanimous)

It was noted that the Clerk's appraisal should be on the next agenda.

1617/08 ITEM 8 – Exclusion of Press and Public (Confidential Business)

Proposed by Councillor B Mann

Seconded by Councillor L Packett

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

(Unanimous)

1617/09 ITEM 9 – Lengthsman

The Lengthsman position has been advertised for 3 weeks but unfortunately no applications had been received by the deadline.

Proposed by Councillor B Mann

Seconded by Councillor M Gibbons

RECOMMENDED:

1. That the job title is renamed as 'Town Centre Warden'.
2. That this person is taken on as a Council employee rather than a self-employed contractor. The successful applicant will be paid a maximum of £10 per hour (negotiable) and will be a permanent member of staff (upon the successful completion of the probationary period).
3. That a re-designed advert is placed on the Ilkley Chat Facebook page and also included in the Parish Council newsletter which is to be circulated to every household on 19th September. The deadline for applications is 30th September.
4. That a shed/storage unit is erected at a suitable location on Castle Road allotment site for the storage of equipment and tools which will be provided to the successful applicant by the Council. The Community Fund will cover the cost of the equipment and storage unit.
5. The Council will also insure the Town Centre Warden for the work they undertake.

(Unanimous)

1617/10 ITEM 10 – Visitor Information Centre (VIC)

Members were informed that the Chairman, Vice Chairman and Clerk are to meet with Tourism Manager, BMDC on 15th August to discuss the future of the Ilkley VIC.

1617/11 ITEM 10 – Date of next meeting

The next meeting shall be held as and when required.

Meeting closed at 1:55pm