



ILKLEY PARISH COUNCIL

MINUTES OF THE MANAGEMENT AND STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON TUESDAY 22ND NOVEMBER AT 1:30PM

Those present:

Chairman: Councillor S Butler
Councillors: Councillor J Souter, and Councillor B Mann (Ex-Officio).
Officer: Clare Smith (Clerk) & Louise Close (Deputy Clerk)

- 1617/21** **ITEM 1 – Chairman’s Remarks**
The Chairman welcomed those present to the meeting.
- 1617/22** **ITEM 2 – Apologies for Absence**
Apologies were received from Councillor J Rickard (business), Councillor M Gibbons (prior appointment) Councillor L Packett (holiday) and Councillor J Sugden (business).
Proposed by Councillor S Butler
Seconded by Councillor B Mann
RESOLVED: That the above reasons for absence be accepted by this Committee.
(Unanimous)
- 1617/23** **ITEM 3 – Disclosure of Interest**
There were no disclosures of interest.
- 1617/24** **ITEM 4 – Dispensations**
There were no dispensation requests from Members received by the Clerk in respect of this meeting.
- 1617/25** **ITEM 5 – Minutes of the Previous Meeting**
Proposed by Councillor B Mann
Seconded by Councillor S Butler

RESOLVED: That the Minutes of the Management and Staffing Committee meeting held on 19th September 2016 be approved and signed by the Chairman as a correct record.
(Unanimous)
- 1617/26** **ITEM 6 – Exclusion of Press and Public (Confidential Business)**
No members of the press and public present.
- 1617/27** **ITEM 7 – Deputy Clerk Recruitment**
The Chairman moved this item to the end of the agenda. See Minute No 1617/29.

1617/28 ITEM 8 – Town Centre Warden

8.1 Proposed by Councillor B Mann
 Seconded by Councillor J Souter
RESOLVED to ratify the sub-committee’s appointment of the Town Centre Warden,
 Mr Darren Secker.

(Unanimous)

8.2 Proposed by Councillor B Mann
 Seconded by Councillor J Souter
RESOLVED that Councillor K Butler will be the Councillor Project Manager for the
 Warden and will therefore act as the main contact person and line manager.

(Unanimous)

8.3 Proposed by Councillor B Mann
 Seconded by Councillor J Souter
RESOLVED that the preferred working hours of the Warden would be four hours per
 day (Monday – Friday) and he will be paid £10 per hour initially. This will be reviewed
 and potentially increased to £13 per hour upon the successful completion of the
 probationary period (and with the permission of Full Council).

(Unanimous)

The Clerk will enrol Mr Secker with the payroll department, draw up a contract of
employment and will also take up the two references he has provided. The Clerk will
also check that adequate insurance cover is in place.

1617/29 ITEM 7 – Deputy Clerk Recruitment

 Proposed by Councillor J Souter
 Seconded by Councillor B Mann
RESOLVED that the appointment of Mrs Louise Close as Deputy Clerk be approved
 by this Committee.

(Unanimous)

*It was noted that the Committee should meet again in three months’ time and that items
on the agenda should include the completion of Mr Secker’s Probationary Period, the
completion of Mrs Margaret Maw’s (Office Assistant) Probationary Period and the
completion of Mrs Louise Close’s (Deputy Clerk) Probationary Period.*

Meeting closed at 2:20pm