



## SHAFTESBURY TOWN COUNCIL

# FULL COUNCIL MEETING

Minutes of a meeting of Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 15<sup>th</sup> July 2014 commencing at 7:00pm.

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### Members Present:

Cllr Harvey (Chairman)  
Cllr Tippins (Vice-Chairman)  
Cllr Clinch  
Cllr Dibben  
Cllr Hicks

Cllr Lewer  
Cllr Madgwick  
Cllr Pestell  
Cllr Proctor  
Cllr K Tippins

### Officers Present:

Acting Deputy Town Clerk

Acting Committee Services Officer

### In Attendance:

3 members of the public

## MINUTES

### PART 1 (PUBLIC ITEMS)

#### 2014/49 Public Recess

Members of the public were invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960). The following matters were raised:

- Revised Budget. It was confirmed that the revised budget would be considered at the General Management Committee meeting the following week.
- Monument Report. It was confirmed that the report would be considered at the General Management Committee meeting the following week.
- Schedule for the appointment of the new Town Clerk. It was confirmed that the position had been advertised 3 weeks prior, that shortlisting had taken place the previous week and interviews were held on Monday 14<sup>th</sup> July 2014.
- Confidential session. That there were elements of discussion that would need to be had within confidential session but that the process would be discussed during open session as that was not of a confidential nature.

#### 2014/50 Apologies for Absence

There were no absences to receive.

#### 2014/51 Declarations of Interest

Members and staff were reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it became apparent that they had an interest in the matters being discussed. There were none declared

### **2014/52 Receipt of Dispensation Requests**

No dispensation requests had been received for consideration

### **2014/53 Exempt Items – Exclusion of press and public**

It was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded during the discussion of the matters referred to in the items listed below on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item number	55
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### **2014/54 Candidate Presentations**

Thanks were extended to Sherborne Town Council for the assistance given by its clerk in the recruitment process. The Human Resources Committee outlined one strong candidate but considered it would not be appropriate to put a single candidate forward to Full Council as there would be no comparison or element of choice. It was **AGREED** to write to those who had requested application packs to understand why they had not applied in order to inform the subsequent recruitment process. The Human Resources Committee outlined three options for the next steps in the recruitment process.

**ACTION: FINANCE AND ADMIN OFFICER**

### **Public Recess**

Standing orders were suspended to allow any further comments from the public. It was confirmed that the rationale behind waiting until September to rerun the recruitment process was because it had been demonstrated that recruiting during the summer holiday period did not yield a high number of applicants.

## **PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC OR PRESS PRESENT)**

### **2014/55 Town Clerk Appointment**

In considering provision of a Town Clerk, it was **AGREED** to consider interim cover and to re-run the recruitment process in September 2014 with the assistance of Sherborne Town Council. The four options presented were put to a ballot to ascertain preferred option and second and third options should either of the preferred options not be possible for any reason. The results for the preferred option were:

Option 1	Appoint a Town Clerk from a local council with their permission on a part time basis until the permanent position was filled.	2 votes
Option 2	Subject to references, appoint Mr Chapman as a Locum until the permanent position was filled. Mr Chapman would be invited to apply for the permanent position.	6 votes
Option 3	Advertise for and appoint a Locum Clerk through the SLCC and NALC to hold post until the permanent position was filled.	0 votes
Option 4	Advertise for and appoint a higher level Locum to assist in ironing out some issues faced by the council until the permanent position was filled	2 votes

It was thereby **RESOLVED** that option 2, receiving an absolute majority of those present and voting be the preferred first option for provision of a Town Clerk. (*policy 0714/FC/55a*) (*Statutory Authority Local Government Act 1972 s.111*) (*Budgetary Provision - Salaries*)

The option receiving no votes and the option selected as preferred were struck from the list and the remaining options were put to a ballot to ascertain the second and third preferred options. The results were:

Option 1	Appoint a Town Clerk from a local council with their permission on a part time basis until the permanent position was filled.	4 votes
Option 4	Advertise for and appoint a higher level Locum to assist in ironing out some issues faced by the council until the permanent position was filled	6 votes

It was thereby **RESOLVED** that option 4, receiving an absolute majority of those present and voting be the second preferred option and option 1 be the third preferred option for provision of a Town Clerk. (*policy 0714/FC/55b*) (*Statutory Authority Local Government Act 1972 s.111*) (*Budgetary Provision - Salaries*)

**ACTION: ACTING DEPUTY TOWN CLERK**

There being no further business, the meeting was closed at 08:40pm

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Mayor

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Date

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