

MINUTES OF THE MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING HELD AT 8.30PM ON TUESDAY 19<sup>TH</sup> JANUARY 2021 VIRTUALLY VIA TEAM MEEETING

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: L A Clarke, P Oakes, Mrs J Saunders, Ms H Whitaker and Mrs N Wylie

Also attending under SO 56: Cllr L Podmore

Officers in attendance: Haf Barlow (Town Clerk)

35. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The shorthand assistant confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when the draft minutes are approved by the Committee.

There were no other declarations.

36. Questions from members of the public

There were no members of the public in attendance.

37. Apologies for absence

Cllr K Booth had been unable to access the meeting

38. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

39. Approve as an accurate record the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 2<sup>nd</sup> November 2020

**RESOLVED: That the minutes of the previous meeting of the Management and Establishment (M&E) Committee meeting held on 2<sup>nd</sup> November 2020, are approved (NC)**

40. Approve the job description, person specification, job advertisement for the role of Operations Manager and to agree the membership of the recruitment panel and timetable for recruitment.

The Chair asked for it to be formally minuted the Town Council's thanks to the current Operations Manager Phil Cunningham for all the work he has done since he has been in post, the efforts he has put in to expand the role and the way the community has benefited.

**RESOLVED: That the thanks to the Operations Clerk is formally minuted.**

The job description has been discussed at FIED and has been recommended to this committee for approval. The Committee reviewed the person specification and job advertisement. The membership of the recruitment panel was suggested as Lee Podmore, Kevin Booth and Haf Barlow and Jo Sewart as an observer. The closing date for the application was agreed as 5<sup>th</sup> February 2021 with interviews on the 12<sup>th</sup> February 2021.

**RESOLVED: That the job description, person specification, job advertisement for the role of Operations Manager. The membership of the recruitment panel was agreed as Lee Podmore, Kevin Booth and Haf Barlow with Jo Sewart as an observer and timetable as set out above are agreed.**

41. Approve the job description, person specification, job advertisement for the role of Caretaker and to agree the membership of the recruitment panel and timetable for recruitment.

The job description, person specification and job advertisement were discussed. The closing date for the application was agreed as 12<sup>th</sup> February 2021 with interviews on the 22<sup>nd</sup> February 2021.

The Chair asked for thanks to the previous caretaker be minuted, in particular his flexibility and willingness to assist hirers.

**RESOLVED: That the Committee thanks Laurent, the previous post holder. That the job description, person specification, job advertisement for the role of Caretaker. The membership of the recruitment panel was agreed as Haf Barlow and Kate McDowell, the timetable as set out above are agreed.**

42. Consider and agree any communication messages arising from this meeting.

That the communication messages arising from this meeting are:

**RESOLVED: That the communication messages arising from this meeting as stated was agreed (NC)**

Meeting end time: 8.52pm

Chair.....

Dated.....