

Main agenda items: Town Clerk recruitment/ 2015 Civic Awards

MINUTES OF THE ADDITIONAL MANAGEMENT AND ESTABLISHMENT COMMITTEE MEETING HELD AT 7.15PM ON MONDAY 6TH JULY 2015 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllr L A Clarke, C A Gorst, H Murray, Mrs J Saunders

8. Apologies for absence

Cllr. I Hollingworth.

9. Declarations of Disclosable Pecuniary or Other Interests

None declared.

10. Minutes of the previous meeting held on 29th June 2015

RESOLVED: That the minutes of the Management and Establishment Committee meeting held on 29th June 2015 are approved as an accurate record and signed by the Chairman (4 – 1 abs)

11. Other Business

RESOLVED: That, in accordance with SO 19d), a late nomination for a Civic Award be added to the agenda and considered at this meeting, given that the Awards are due to be presented on 19th July, and that no scheduled meeting of M&E is due to take place before then (NC)

12. Action taken under SO 51 concerning Town Clerk recruitment

Action was taken in late May under SO 51 to approve the draft media ad for the vacancy, the job description and person specification. This involved Cllrs Murray, Clarke and Hollingworth.

RESOLVED: That action taken under SO 51 regarding the vacancy for a new Town Clerk be noted (NC)

13. Town Clerk recruitment: Update

The Clerk gave a verbal update. A paper sift of the 16 applications received was undertaken by Cllrs Mrs Jo Sewart, I Hollingworth and the Clerk on Friday 3rd July. As a result it was agreed that nine candidates be invited for a

first interview of half an hour each over two days – 15th and 16th July. Cllr Mrs Sewart read out their names, at Cllr Murray's request. The Clerk said he had already received four confirmations of attendance. He went on to say that ideally we would want to select no more than three candidates from first interview for second interviews to be conducted on 29th July.

There followed some discussion about whether the candidates were local, whether travel expenses should be paid, and whether relocation expenses should be met for the successful candidate. Members agreed that the question of such expenses should not be raised by us at interview, and only to deal with the issue if mentioned by candidates.

The Clerk said agreement had been reached at the previous meeting that there should be a minimum of three Councillors and a maximum of four on the interview panel. He said that Cllr Mrs Sarah-Jane Gilmore was unable to participate due to work commitments, while ChALC were unable to attend first interviews, but might be able to make the second round.

Cllr Mrs Sewart said that she and Cllrs Hollingworth, Murray and King were available for the selection panel, and if one was unavailable that still left three. Cllr Gorst was also proposed for the panel.

RESOLVED: That Cllr Gorst be a member of the selection panel (NC)

RESOLVED: That the Clerk's verbal update be received (NC)

14. Civic Awards

A late nomination had been received for a Civic Award for Andrew Leigh, for the many years he has devoted to the Poynton Show, with this year's event being his last as President.

RESOLVED: That Andrew Leigh be given a 2015 Civic Award, and that it be given in recognition of his own commitment as well as that of all the other volunteers responsible for the Poynton Show, past and present (NC)

The meeting concluded at 7.40pm