

# WHALEY BRIDGE TOWN COUNCIL

Mechanics Institute, Market Street, Whaley Bridge, High Peak, SK23 7AA  
Town Clerk: Mrs S Raybould Tel: 01663 733068 e-mail: town council@whaleybridge.com

**Meeting:** Extraordinary Town Council  
**Date:** 13<sup>th</sup> August 2015  
**Time:** 8.30pm (Following Planning Committee Meeting)  
**Venue:** Mechanics Institute  
**Present:** Councillors Thomas (Chair), Bowden, Goldfinch, Pritchard, Swift, Anne Winter.

## MINUTES

### C15/68 Apologies for Absence

Apologies for absence were received from Cllrs Susanne Lomas, Lomax, Zara Clarke, Gilmour, Taylor, Wild and Rev Margaret Jones.

### C15/69 Declarations of Members' Interests and Dispensation Applications - None

### C15/70 Staff Review

It was noted that the Town Clerk would be retiring at the end of 2015. Recruitment procedures, salary, job description and job advertisement were discussed.

Cllr Thomas circulated relevant papers for discussion.

**RESOLVED:** That a new Town Clerk be recruited as soon as possible, the performance and employment to be evaluated following a six month probationary period.

**RESOLVED:** To elect a Human Resources Committee, with Terms of Reference, consisting of Cllrs Thomas, Lomax, Pritchard and Anne Winter, to manage the recruitment process.

**RESOLVED:** To elect an Interview Panel A, consisting of members of the HR Committee and a representative from DALC.

**RESOLVED:** To elect an Interview Panel B, consisting of Cllrs Taylor, Goldfinch, Bowden and Swift.

**RESOLVED:** To hold the first HR Committee Meeting at 2pm on Tuesday, 18<sup>th</sup> August 2015.

**Signed as a true and correct record of the meeting.**

.....Chairman

Date.....

