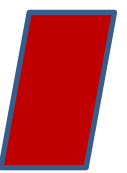




BUNGAY TOWN COUNCIL

Employment Committee



Minutes of the Employment Committee Meeting held on Thursday 8th July 2021 at 6.00 pm in the Riverside Centre, The Staithe, Bungay

Town Council Members:

Cllr. M. Lincoln (ML) Chair, Cllr. P. Love (PL) Deputy Chair

Cllr. J. Adams (JA), Cllr. M Atterwill (MA), Cllr. J Blowers O’Neill (JBO’N),

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council

EC 010 Apologies for Absence:
2021/2022 To receive any apologies for absence.
Apologies were received from JBO’N - **Noted.**

EC 011 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or
2021/2022 Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an
interest at any point in the meeting.

No declarations of interest were declared or requests for dispensations requested by the Committee Members - **Noted.**

EC 012 Minutes of the previous meeting: To approve the minutes of the Employment Committee
2021/2022 Meeting held on 22nd June 2021 – for consideration.

It was proposed by PL, seconded by JA, and RESOLVED to approve the minutes of the Employment Committee Meeting held on 22nd June 2021 as a true and accurate record of the meeting and these were signed by the Chair (ML).

For	3
Against	0
Abstain	0

From these minutes ML gave Committee Members a summary of a meeting JB and ML had had with the Groundsman as agreed on 8th July. The aim is that the Groundsman increases his hours to 35 per week from 1st September. A work schedule, any necessary training and contracts need to be worked on by the Assistant Clerk in preparation for this start date – **Noted.**

MA arrived at the meeting at 6.15 pm – **Noted.**

EC 013 Public Forum:
2021/2022 Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of the Public attended the meeting – **Noted.**

EC 014 To discuss the process for and the appointment of Bungay Town Clerk & Responsible Financial
2021/2022 Officer – for consideration.

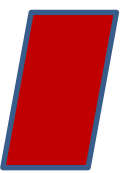
Signed _____

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Date _____



BUNGAY TOWN COUNCIL

Employment Committee



The current Town Clerk and Responsible Financial Officer (JB) has resigned and due to leave on 30th September 2021.

The following was proposed by JA, seconded by MA, and RESOLVED:

- A Job Description, Person Specification and Application Form to be worked on by ML and circulated to all Employment Committee Members.
- An advertisement for the role to be worked on by JB and circulated to all Employment Committee Members.
- Advertisement for the role to be released on 16th July initially via SALC & NALC.
- Applications to be received by 2nd August & interviews week commencing 9th August.
- Interview Panel to be from Employment Committee Members.

For	4
Against	0
Abstain	0

EC 015 Date of next meeting to be arranged: for consideration.
2021/2022

It was proposed by PL, seconded by MA, and RESOLVED that the Employment Committee would act as a Working Group for the task of employing a new Town Clerk & RFO.

For	4
Against	0
Abstain	0

The meeting closed at 6.57 pm.

Minutes Dated: 9th July 2021.

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

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Date _____