

## **PORTLAND TOWN COUNCIL**

### **MINUTES OF THE SPECIAL MEETING HELD ON THURSDAY 28<sup>TH</sup> OCTOBER 2010 COMMENCING AT 7PM**

**PRESENT:** Councillors D. Thurston (Chair), L. Ames, Mrs S. Bradley, Mrs J. Collinge, R. Denton-White, G. Duncan, T. Munro, Ian Munro-Price and Mrs S. West.

**IN ATTENDANCE:** Ian Looker (Town Clerk)

#### **1811 – PRAYERS**

The Clerk led the meeting in prayer.

#### **1812 – APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M. Gosling and Mrs Elspie Munro-Price.

#### **1813 – DECLARATIONS OF INTEREST**

There were none.

#### **1814 – EXCLUSION OF PRESS AND PUBLIC**

Cllr. Munro queried the need for confidentiality in discussing the following agenda items.

**RESOLVED** – “That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) by reason of the confidential nature of the business to be transacted.”

(Cllr. Munro left the meeting at 7.15pm.)

#### **1815 – ASSISTANT TOWN CLERK**

The Chair opened the debate by referring to a confidential letter he had received from a Councillor with a complaint about the Assistant Town Clerk. He had received advice from the Borough monitoring officer that the letter should have been addressed in the first instance to the Clerk as the Assistant Clerk's line manager. Accordingly he, the Chair, had e-mailed the Councillor concerned, asking whether the letter should be passed to the Clerk and its contents be made known to the Assistant Clerk. To date he had received no reply.

The Chair then went on to read out the content of the Assistant Clerk's letter of resignation to the Clerk, followed by a letter addressed to the Chair amplifying his reasons for leaving.

The meeting then considered in turn the itemised agenda issues.

**a) Leaving Date**

**RESOLVED** – that the Assistant Town Clerk’s temporary contract be extended until 30<sup>th</sup> November 2010.

**b) Excess Hours**

**RESOLVED** – that the Assistant Town Clerk be paid overtime at his standard rate of pay for any hours worked in excess of the contractual requirement at the conclusion of his employment. This would be without prejudice to any future general agreement about excess hours worked by staff.

**c) Replacement**

**RESOLVED** – (1) that there was a need to appoint a replacement Assistant Town Clerk, and (2) that the post be advertised on a permanent, part-time basis (6 hours per week) at the existing grade LC1 (SCP15 – 7), with a six-month probationary period.

Various media were recommended for advertising the post, including the Borough Council, DAPTC and Jobcentre websites, together with the Free Portland News.

The Clerk would suggest a schedule of dates to the Personnel Working Group for the appointment process.

**1816 – DATE OF NEXT MEETING**

The Chair confirmed that the next scheduled meeting of the Council would take place on Wednesday, 17<sup>th</sup> November 2010 at 7.00 pm.

The meeting ended at 7.50pm.

Signed..... Dated.....  
(Chair)