

**RAUNDS TOWN EXTRAORDINARY COUNCIL MEETING**  
**22<sup>ND</sup> September 2021 at 7.30pm**

**PRESENT:**

Cllr S Hughes, Cllr M Levell, Cllr D Hughes, Cllr R Levell, Cllr H Howell, Cllr L Wilkes, Cllr R Beattie, Cllr O Curtis, Cllr T Swailes, Cllr B Cross, Cllr K Harrison.

**IN ATTENDANCE:**

Mr Steve Beech, Clerk

**260.21 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr J Barklamb.

**RESOLVED: to note the apologies.**

**261.21 PUBLIC PARTICIPATION**

Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

**262.21 QUESTIONS FROM MEMBERS**

Notification of members questions in compliance with the council's standing orders.

None received.

**263.21 DECLARATIONS OF INTEREST**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

None received.

**264.21 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED that the press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission of Meetings) Act 1960.**

**265.21 ESTABLISHMENT REPORT**

Cllr Harrison presented an Establishment Report from the Personnel Committee.

Following a discussion, it was :

**RESOLVED that:**

- a) **At the Clerk's discretion, resigning staff may be paid accrued holiday pay in lieu of holiday not taken;**
- b) **Agencies and SLCC be engaged to obtain temporary part time staff at a reasonable market rate to facilitate an appropriate handover and cover outgoing staff duties until permanent staff are recruited;**

- c) Authority to select appropriate temporary staff be delegated to the Clerk, Chair of Personnel Committee, Mayor, Deputy Mayor and Deputy Chair of Personnel Committee;**
- d) An office restructure review go out to consultation with a maximum budget of £3,000. The consultation review to be presented to Full Council;**
- e) To award a pay increase and change of job title to Administrative Officer pending completion of the office restructure;**
- f) Reiterate that the Clerk may use discretion to authorise office overtime.**

There being no other business the meeting concluded at 8.40pm.

Approved.....(Town Mayor)

Meeting date.....12<sup>th</sup> October 2021.....(Council)