

Minutes of Knaresborough Town Council's Office Services Committee, held at Knaresborough House, Knaresborough on Monday 15 January 2018

PRESENT: **Chair:** Councillor C Willoughby

Councillors: D Goode, H Lyon, J Monaghan, B Rigby, and A Willoughby

Staff Present: The Clerk

Late Arrivals: None **Early Departures:** None

OS17/25 ITEM 1 - To receive Apologies for inability to attend the meeting.

Apologies were received from Councillor D Bulmer.

OS17/26 ITEM 2 - To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for **dispensation.**

No disclosures were given

OS17/27 ITEM 3 - Public Speaking Session

None for this meeting

OS17/28 ITEM 4 – To consider, and if thought fit, approve as a correct record, the Minutes of the Meeting held on:

4.1 Monday 23 October 2017

RESOLVED: That the minutes of the OSC Meeting, held on Monday 23 October 2017, be approved as a correct record and signed by the Chair, with 3 abstentions.

4.1 Monday 20 November 2017

RESOLVED: That the minutes of the Extra Ordinary OSC Meeting, held on Monday 20 November 2017, be approved as a correct record and signed by the Chair with 2 abstentions.

OS17/29 ITEM 6 – to consider staffing/recruitment and agree appropriate action

RECOMMENDATION: That council consider for a short period of up to 6 months to:-

- i) run with a staff of 2 to see how 2 members of staff cope with the work load the new number of councillors generate following the election in May.

- ii) Look to increase the number of hours worked for the 2 staff from 21 hours to 25 hours per week as a trial period.

RECOMMENDATION: That council consider:-

- i) Putting in place an option to bring in temporary staff if it proves the work load is too much, and the current staff need help.
- ii) Put a proviso in place that if within the 6 months at any time, the council decide to recruit a clerk, the present staff go back to their original positions and salary.

RESOLVED: That in view of the confidential nature of the business to be transacted pertaining to staffing, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

RECOMMENDATION: That council consider bringing Ms Pulman to the same level of salary as Mrs Richards salary point 29 as a temporary measure for up to 6 months.

It was noted that the Clerk's end of notice period is 1 March, taking into account the current Annual Leave and Lieu the last working day currently would be the 2 February.

OS17/30 ITEM 5 – to consider the second draft budget proposals following OSC meeting on 20 November for budget 2018/2019

Members began discussing the budget, but several felt that due to the late hour, full discussion should be deferred to a future meeting of the committee.

The Clerk advised members that the council had an extension until the end of January to return the precept papers to HBC, therefore if full council need to approve the budget at its meeting on 29 January 2018, then the only chance OSC have to meet is Monday 22 January, if the papers are to be circulated with the agenda for Full Council.

RESOLVED: That OSC defer discussion on the budget and call an extraordinary meeting on Monday 22 January.

Meeting Closed at 21.15pm

Signed by the Chair (Councillor C Willoughby): _____