

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY TOWN COUNCIL MEETING HELD ON
TUESDAY 14 MARCH 2017
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Public Forum: No members of the public or press were present.

Present: Councillors Credland (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Mrs Duckles, C Duckles, P Duckles, Galbraith, Luckraft and Muzaffar

1. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs. Credland, Ms. Rowe and Scaife.

2. TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA.

No declarations of interest were made.

The following items was held as a confidential session under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

3. TO DECIDE ON AN ADVERTISEMENT OF APPOINTMENT OF TOWN CLERK/RFO

From the recommendations taken from ERNLLCA following a full job evaluation of the position of Town Clerk/RFO for Elloughton-cum-Brough Town Council, it was proposed by Councillor Mrs. Galbraith, seconded by Councillor Luckraft and agreed unanimously that the vacancy be advertised.

The Deputy Clerk left the room for the next item only and Councillor Mrs. Duckles clerked the meeting.

4. TO DECIDE ON AN ACTING UP ALLOWANCE AND ADDITIONAL HOURS FOR DEPUTY TOWN CLERK

Following discussion, it was agreed unanimously to increase the Deputy Clerk's hours of work to 25 hours per week, wef 1st April 2017.

It was agreed unanimously to award the Deputy Clerk an Acting up Allowance to NJC scale point 31, backdated to 17th February to cover during the absence of a Town Clerk and whilst the new Town Clerk is still in the probationary period. This acting up allowance to be reviewed after 6 months.

It was agreed unanimously to increase the current pay scale of the Deputy Clerk by one scale point to come into effect as soon as the Acting up allowance is at an end.

5. TO DECIDE ON FORMING A PERSONNEL COMMITTEE

It was agreed that the Town Council form a Personnel Committee with immediate effect.

Resolved that Membership of the Committee be as follows:

Councillor Mrs. Brogden
Councillor Mrs. Duckles
Councillor Mrs. Galbraith
Councillor Luckraft
Councillor Muzaffar

Signed Date