

MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 24th APRIL, 2018

Present: The Mayor, Councillor Mrs S Forster (Presiding) and Councillors Mrs B E Allen, E Bell, Mrs J A Bell, Mrs G Bleasdale, Mrs K Brace, S P Colborn, S Cudlip, Ms R M Gratton, G N Hepworth, Mrs L Kennedy, D McKenna, Mrs S Pratt, K Shaw, B Taylor, R Whitehead, Miss L Willis.

Apologies: Councillors D Cummings, Mrs V Cummings.

Prior to commencement of the meeting the Chair advised members of this Committee and members of the public that in line with the amendment to 'the public bodies (admission to meetings) act 1960', which came into force in August, 2014, parts of this meeting may be recorded by photographic, video and audio means.

DISCLOSURE OF INTERESTS

Members were reminded prior to the start of the meeting of the need to disclose any interests, prejudicial or personal, in accordance with the Code of Conduct.

RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the following items which relate to staffing issues, Members agreed to pass the formal resolution to exclude the press and public from the meeting pursuant to the Public Bodies (Admissions to Meeting) Act, 1961

APPOINTMENT OF TOWN CLERK

In opening this Special Meeting of the Council the Mayor explained that as an aid for discussion all Members had been previously supplied with copies of the Job Description, Person Specification and Contract of Employment for the Town Clerk. A query was raised as to when this position had become vacant. An explanation was given about this and the Council was assured that the former Town Clerk has now left the Council's employment. Members expressed the view that they should have been notified earlier in writing about the vacancy.

In the absence of any Management and Administrative staff, Councillor Cudlip was asked by the Council to take notes and to provide minutes of this Special Meeting. A detailed discussion then ensued about what course of action was appropriate for the Council to take.

RESOLVED

- a) That the Council agree it is essential that external professional help is needed to ensure that the appropriate professional advice is provided in making an appointment to this most important post.

- b)** Durham County Council's Human Resources Department be approached and asked to nominate a suitably experienced professional to give the necessary advice to the Council in making a new appointment.
- c)** That 4 Councillors (2 from each Party) be appointed and be authorised to act jointly on behalf of the Council in discussing with the HR advisor the scope of the work to be undertaken, terms of reference, costs involved etc and report back as soon as possible to the full Council with such proposals.
- d)** The four Councillors who should act in the above capacity be Councillors Mrs. K. Brace, R. Arthur, Ms. L. Kennedy and S. Cudlip and
- e)** All matters relating to this appointment must remain confidential and to ensure this any written documentation must be all channelled through and dealt with by the Finance Officer.