

Extra-Ordinary

Minutes of the **Resources Committee** meeting held on **4th June 2024** at **20.30hrs** in the **Iminster Arts Centre, The Meeting House, Iminster, TA19 0AN**

Chair: Cllr B Jenner-Hurford

Committee: Cllr B Hamilton, Cllr M James, Cllr I MacKillop, Cllr P Sellers, Cllr S Shepherd, Cllr N Tinson

Officers: M Tredwin (Town Clerk), V Freeman (Administration Officer)

In attendance: Cllr D Paul, Cllr S Osborne, Cllr M Gunn
There were no members of the public present

R24-012 Elect a Chair and Vice-Chair of the Resources Committee

A Nominations were invited for the office of Chair for the Resources Committee.

Cllr Jenner-Hurford received a nomination from Cllr James and Seconded by Cllr Hamilton

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Jenner-Hurford as Chair of the Resources committee.

B Nominations were invited for the office of Vice Chair for the Resources Committee.

Cllr Tinson received a nomination from Cllr Jenner-Hurford and Seconded by Cllr James

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Tinson as Vice Chair of the Resources committee.

R24-013 Public Forum

There were no members of the public present.

R24-014 Apologies for Absence

Cllr J Morris

The Clerk has confirmed that reasons have been provided.

R24-015 Declarations of Interest

There were no declarations of interest.

R24-016 Dispensations

There were no dispensations requested or granted.

R24-017 Minutes

Members **RESOLVED** unanimously that the Minutes of the meeting held on **7th May 2024** as an accurate record.

Proposer Cllr Jenner-Hurford **Seconded** Cllr Hamilton

R24-018 Staffing update

This item was moved to Exempt Business.

R24-019 Exempt Business

That in the view of the confidential nature of the business about to be transacted, it is advised in the public interest that the press and public be temporarily excluded while Members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Proposer Cllr Hamilton **Seconded** Cllr Tinson

R24-020 Staffing update

20.30 Administration Officer left the meeting.

The Town Clerk provided an overview of the documents that he had put together to aid Members in the process of recruiting a replacement Town Clerk.

Members discussed the job advertisement and some of the requirements of the role.

A Members **RESOLVED** by 4 votes for and 2 against to exclude the Town Clerk from the meeting.

Proposer Cllr Shepherd **Seconded** Cllr Tinson

20.35 The Town Clerk left the meeting.

Members discussed the need to ensure that the contents of the job pack (Job Description, Person Specification and Advertisement) needed to be validated by a professional to ensure that everything was correct with regards to salary, benefits and job description and to ensure that employment law and equality & diversity rules were met.

20:50 Cllr Paul left the meeting

Members also discussed looking into recruitment training for Members to ensure that they are up to date on processes and procedures.

B Members **RESOLVED** unanimously to engage with South West Councils for a full review of the job pack before the recruitment process begins.

Proposer Cllr James **Seconded** Cllr Shepherd

Members discussed the size and make up of the recruitment panel that will oversee the recruitment of the new Town Clerk.

The Members discussed the selection of the third member of the panel, and it was agreed that all Members were to be asked and then the selection would be made by the Deputy Mayor and Chair of Resources.

C Members **RESOLVED** unanimously that the recruitment panel will be made up of three members, including the Deputy Mayor, Chair of Resources, plus one other member of the Council.

Proposer Cllr James **Seconded** Cllr MacKillop

Meeting ended 21.40

