

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 22 JULY 2008

Present : Cllr Mrs A Newbury (in the Chair), Cllr G Johnson, Cllr D Murton,  
Cllr R Walker and Cllr Mrs M Wright  
Mrs G Robinson, Town Clerk

#### NOTICE OF MEETING

**RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 511/08**

#### APOLOGIES

Cllr C Hodgson had sent apologies to the meeting due a work commitment.

**RESOLVED: That Cllr C Hodgson's apologies be accepted. 512/08**

#### DECLARATIONS OF INTEREST

**RESOLVED : That it be noted no declarations of interest were received. 513/08**

*Cllr Mrs M Wright arrived at this point and apologised for being late to the meeting.*

#### CONTINUOUS PROFESSIONAL DEVELOPMENT

Members had previously been circulated with a copy of a new Continuous Professional Development Scheme set up by the National Training Strategy which was linked to membership of the Institute of Local Council Management. The Clerk outlined the Continuous Professional Development Scheme to members and stated that she was willing to undertake this training commitment and to become a student member of the Institute of Local Council Management which would incur costs of £50 per annum plus an initial administration cost of £15, a total of £65.00. Members considered the Clerk's request and were of the opinion that the council should support this professional training scheme which was also open to other members of staff.

It was

**RESOLVED : That the Staffing Committee support the Clerk's request to undertake Continuous Professional Development and become a student member of the Institute of Local Council Management at a cost of £65.00 514/08**

#### THE INSTITUTE OF CEMETERY & CREMATORIUM MANAGEMENT

Members had previously been circulated with information regarding a training course for Cemetery Management to be held in Boroughbridge on 4 November 2008 at a cost of £85 plus VAT. The Clerk requested that two places be booked for the Clerk and Administrative Assistant to attend with training costs being met from the Lawns Cemetery Model Agreement funds. Members recognised the need to keep up to date with new legislation for the cemetery as this is currently managed by the Town Council under a service agreement with Scarborough Borough Council and it was

**RESOLVED : That the Staffing Committee support the Clerk and Administrative Assistant's request to attend the Cemetery Management course with training expenses being met from the Lawns Cemetery Model Agreement budget. 515/08**

#### EXCLUSION OF PRESS AND PUBLIC

**RESOLVED : That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following items of business in view of the confidential nature of engagement and terms of service of employees. 516/08**

**DEPUTY TOWN CLERK**

Members had previously been circulated with a letter of request from the Deputy Town Clerk to extend her retirement date. Members considered their responsibilities as a Quality Council employer and in particular the Employment Equality (Age) Regulations 2006. Members recognised the loyal and valued service Mrs Prentice had given to the town council over the last twenty five years and welcomed her request to work beyond her normal retirement date in August 2008. . After discussion it was agreed to extend Mrs Prentice's contract of employment for a period of one year until August 2009 and she be asked to make further requests to the Staffing Committee on an annual basis to work beyond this date. It was

**RESOLVED: That the Deputy Town Clerk's contract be extended for a period of one year from August 2008 and that subsequent requests to work beyond this date be made to the Staffing Committee.**

517/08

Cllr Mrs A Newbury  
Chairman