

TENBURY TOWN COUNCIL 2016/2017 XTC04

Minutes of the meeting of TENBURY TOWN COUNCIL held on MONDAY 20TH JUNE 2016 at 7.00pm in the Pump Rooms, off Teme Street, Tenbury Wells.

PRESENT: Mayor Cllr M. Willis [**Chair**], Cllrs S. Bowkett, M. Davies, J. Fielder, E. Hudson, D. Ingram, J. Morgan, D. Patrick, S. Perry, C. Rogers, E. Weston.

IN ATTENDANCE: Town Clerk, Assistant Town Clerk

APOLOGIES: Cllr M Drummond

4.1 APOLOGIES FOR ABSENCE

Cllr M Drummond.

4.2 DECLARATIONS OF INTEREST

None.

4.3 PUBLIC PARTICIPATION

None.

4.4 TO NOTE THE RESIGNATION OF CLLR ALAN EACHUS AND BE INFORMED OF A CASUAL VACANCY AND THE PROCESS OF CO-OPTION OF A NEW MEMBER IF APPLICABLE

Members noted the resignation of Cllr Eachus. The Town Clerk explained that this meant a casual vacancy had now arisen and explained that the Council had to advertise the vacancy for 14 working days. During this time the electorate would have the opportunity to call a bye-election which would be triggered if at least 10 members of the electorate wrote to the Returning Officer at MHDC requesting a bye-election be held. The full costs of holding such an election would fall to the Town Council. This process has not been triggered in Tenbury for previous vacancies but it was a statutory requirement to give electors this opportunity. The deadline for letters to the Returning Officer was close of business on Thursday 30th June.

If no bye-election were called after this date the Council would be free to begin the process of co-option to fill the vacancy. Once co-opted a new member would have the same standing as all other Councillors and serve until the end of this Council term in May 2019. The vacancy for co-option would be advertised from 1st July and members of the community would be able to put themselves forward by completing an application form and giving some details as to why they wished to join the Council.

Should there not be a bye-election the Council would consider the appointment of a new member by co-option at its meeting in September as there were no Council meetings held in August.

4.5 TO NOTE THE RESIGNATION OF THE TOWN CLERK AND CONSIDER THE IMMEDIATE IMPLICATIONS FOR THE COUNCIL

The Mayor stated that he was very sorry that the Town Clerk had made the decision to resign. This was supported by all Members of the Council who agreed that it was very sad to lose the Clerk and that she would be very hard to replace. The Clerk had been asked to re-consider but did not wish to do so. She was required to give 3 months' notice which meant that she would be leaving the Council at the beginning of September.

The Town Clerk stated that the Council could not legally function without a Town Clerk/RFO, but the Council could in necessary appoint an Acting Town Clerk. This position could be held by a Town Councillor so long as it was unpaid.

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The Mayor asked how this would work and the Town Clerk said that the Town Councillor could step down as a Councillor for the period of Acting Town Clerk, and then return as a Town Councillor once a replacement had been appointed.

Cllr Hudson asked if the Assistant Town Clerk could act in the short term until a replacement could be found with support from the Town Council. The Town Clerk stated that this might be the case but would need further investigation. The Council Committee Meetings could still take place as the Assistant Town Clerk would be able to issue the agendas and take the minutes of the meetings.

The Town Clerk said that the Worcester County Association of Local Councils [CALC], should be approached to discuss options with the Town Council with regard to the situation.

4.6 TO CONSIDER THE PROCESS FOR RECRUITMENT OF A REPLACEMENT TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Mayor said that the job should be advertised full-time as a combined role of Town Clerk and Responsible Financial Officer.

He said that the Town Council should decide the closing date and date of interviews and advertise the post with some urgency.

A discussion took place with regard to where the best place to advertise the post would be. The Town Clerk said that Richard Levett, the Executive Officer for Worcestershire CALC would be able to advise on this as he deals with all Town Clerks countywide. The Town Council is a member of the Worcestershire CALC but Herefordshire and Shropshire have their own members. It was agreed by all Members that the post should be advertised in the Worcestershire, Herefordshire and Shropshire CALC, as well as the local press.

The Mayor proposed which was seconded by Cllr Ingram, that a small group of Members be mandated to commence the recruitment process and it was agreed that the Mayor, Cllr Patrick, Cllr Weston and Cllr Fielder would form this group and carry out the recruitment process.

RESOLVED [UNANIMOUS] that the Mayor, Cllr Patrick, Cllr Weston and Cllr Fielder be mandated to manage recruitment process and appoint a suitable replacement Town Clerk/Responsible Financial Officer.

Meeting closed at 7.25 pm.

Signed

Date