

Present

*Councillor F J Hawke – Chairman

#Cllr P F Allen

*Cllr L M Barnes

*Cllr R E Chilcott

#Cllr T de Galleani

*Cllr I A Pritchard

*Cllr S E Thomson

Observers: Cllr M Baillie

Cllr G B F Coles

Cllr R M Lyon

Cllr R F Rendle

Cllr R Springett

*Denotes attendance

#Denotes apology for absence

1. DECLARATIONS OF INTEREST

There were none.

Proposed: Cllr R E Chilcott

Seconded: Cllr F J Hawke

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

2. TO CONSIDER THE APPOINTMENT OF AN ASSISTANT TO THE MAINTENANCE MANAGER.

Members discussed the appointment of an assistant to the Maintenance Manager and it was agreed that a meeting of the Market Management Group on 9th July 2015 would draft a job description and agree salary and hours.

Proposed: Cllr R E Chilcott
Seconded: Cllr L M Barnes

Recommended: That the job description, hours and salary for an Assistant to the Maintenance Manager be drafted at a meeting of the Market Management Group on 9th July 2015 to go to a special meeting of the Personnel Committee (date to be agreed).

3. TO CONSIDER THE APPOINTMENT OF AN OFFICE “TRAINEE”.

The Clerk had been in touch with Helen Brown the Business Skills Manager from South Devon College and was awaiting an appointment date. The Chairman informed members that they needed to decide if this post would be for 6 months as previously agreed or for 12 months to allow for a complete traineeship. The Academy would also be contacted concerning the proposed traineeship which would be set as a 12 month post.

Proposed: Cllr I A Pritchard
Seconded: Cllr S E Thomson

Recommended: That meetings be arranged with South Devon College and the Academy with a view to appointing a 12 month trainee for the Council offices.

4. TO CONSIDER CHANGING THE HOURS AND RESPONSIBILITIES OF THE MARKET SUPERVISOR.

The Market Management Working Group was looking at all aspects of the Market and would be holding an informal meeting to discuss the responsibilities and hours of the Market staff on 9th July 2015 prior to a special meeting of the Personnel Committee, with a final report to go to the Corporate Property Committee on 10th August 2015. A code of Conduct for staff, tenants and Market Traders would also be drawn up.

5. OMEGA ACCOUNTING TRAINING FOR STAFF.

The Clerk advised that the office staff would be attending training on the Omega Accounting System on 14th July 2015 and office cover would be required for the Council offices to remain open.

Proposed: Cllr R E Chilcott

Seconded: Cllr L M Barnes

Recommended: That the Council offices be closed for staff training on 14th July 2015 and that notices to this effect be put up immediately.