

Present

#Cllr F J Hawke – Chairman
*Cllr S E Thomson (Vice-Chairman) In the Chair

*Cllr T de Galleani
*Cllr B T Harriss
#Cllr D R Kelland
*Cllr R M Lyon

Observers: Cllr P F Allen
Cllr M Baillie
Cllr G B F Coles

*Denotes attendance
#Denotes apology for absence

1. DECLARATIONS OF INTEREST.

There were none.

2. REVIEW OF TOWN COUNCIL STAFF JOB DESCRIPTIONS.

Copies of the job descriptions for all 9 members of the Town Council staff had been circulated to members.

The Clerk explained that the current job descriptions had been reviewed each time the posts had been re-advertised and had also been amended at the annual staff reviews of the staff concerned as necessary.

Town Council policies had been reviewed by Fitzgerald HR in September 2015.

The Chairman took members through each job description and the Clerk gave information to members on each point as requested.

The following suggestions for changes were made:-

Town Clerk – No change

Administration Officer – add attendance at Planning Committee meetings.

Finance Officer – add attendance at Finance Committee meetings.

Maintenance Manager – change job title to Maintenance Supervisor
Point 7 – remove word “listed” and change buildings to properties.
Point 8 – add supervision of contractors.

Maintenance Assistant/Caretaker – Point 4 – change to report to the Clerk to report to the Maintenance Supervisor.

Market Supervisor – change job title to Market Operative
Change start time to 6.30 am
General duties point 3 – change the word manager to Clerk.
Add the clause “that this list of duties is not exhaustive...”
As Market Assistant – add “To provide caretaking cover/assistance at the Guildhall where necessary”.

Market Assistant - change start time to 6.30 am

Town Sergeant – No change

Boatfloat Supervisor – No change

Members agreed that Devolved Services would impact on all the staff job descriptions. The Chairman told the meeting that when extra staff had been taken on the job descriptions of the manual staff would need to be reviewed again and discussions would have to take place with the staff concerned. Cllr Harriss suggested that the new grounds staff could be outsourced to provide additional income for the Town should they have any “down time”.

3. RESIGNATION OF THE CLERK TO THE TOWN COUNCIL.

Following the resignation of the Clerk to the Town Council on Tuesday 13th June 2017 members considered an urgent item.

A draft advertisement for a new Clerk to the Town Council had been circulated to members.

It was agreed that the advertisement, as amended, be placed on the Town Council website, on the Society of Local Council Clerks website and also with the Devon Association of Local Councils.

Cllr Harriss asked that it be minuted that he was devastated at the news of the Clerk's resignation and added that the Town Council should be sad that the Clerk was leaving; he was very sorry to see her go.