



Locum Deputy Clerk: Carmel Wilkinson

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Minutes of an Extraordinary Meeting of the Town Council On 27th June 2022 at 18:00

Present: Councillors: Shaun Holvey, Lloyd Knight, Michael Thompson, Ian Findlay, Robert Dietrich, Janet Johns, Kate Haslet, James Buczkowski, Martin Smith.

Officer: Locum Clerk: Carmel Wilkinson

594. Recording was started and the meeting was opened by Councillor Buczkowski

595. Apologies for Absence

Apologies were received from Councillors: Chris Snow, Gordon Guest, Matthew Dale, Anthony Connelly

596. Declarations of Interests

No declarations of interest were received from councillors and officers in respect of matters to be considered at this meeting.

597. Exclusion of the Press and Public

Proposed: Cllr Buczkowski proposed a resolution to exclude press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for this confidential item.

Seconded: Cllr Thompson

Vote: Unanimous in favour

598. Locum clerk hours and availability

To receive a report with recommendations from the Local Government Resource Centre regarding changes to locum provision to the town council and to agree how to proceed. (Supporting Paper A)

Background: A locum town clerk and a locum deputy clerk were appointed 2 days/week for 7.5 hr/day providing interim cover until permanent Town Clerk and Deputy are appointed.

The locum clerk has informed CTC that 2 days/week is not sufficient to provide adequate cover and she does not have capacity to work additional days.

LGRC's report (A) refers to the limited supply of locums in the south and south west. LGRC are offering an experienced CiLCA qualified Town Clerk (Francesca Pridding), based in Wales. Francesca is a lawyer, experienced Town Clerk and RFO, she is CiLCA qualified and PG Dip Legal Practice. Francesca is available to work remotely or hybrid for up to 5 days/week.

Costs: A locum clerk costs £375/day, the previous CTC Town Clerk's day rate was £154/day. Affordability is a concern.

Train fare mid Wales to Tiverton is £140. Initially the locum is able to stay with friends but will need to find lodgings which will incur additional costs.

£12,000 is available from the staffing contingency budget and the monthly payroll budget has an extra £6,000 on account of the vacant supervisor post.

Options: Discussion included: number of days required - 2 to 4. Reduce workload and focus on essential matters. Only option is a locum, long term affordability is not a concern for this committee. After 2 weeks could reduce contract to 2 days/week. Locum clerk to take on RFO duties and archiving to be paused to reduce costs.

Proposal: Cllr Thompson: Locum 3 days/week attended. Assess after 2 weeks and if possible reduce to 2 days/week hybrid working.

Proposal Cllr Findlay: Locum 2/3 days/week with option to increase to 4 days/week if required.

Proposal: Cllr Thompson: extend above proposal to 3 days attended for 2 weeks, report to Chair of Council (Cllr B) to assess if more hours required.

Proposal: Cllr Buczkowski: Delegate further decisions to Resources Committee.

Seconded: Cllr Holvey

Further discussion regarding options.

Proposal: Cllr Thompson: Appoint locum 3 days/week for 2 weeks attended as Town Clerk and RFO. RFO (JN) to be released. Locum to provide verbal report to councillors to review.

Seconded: Cllr Holvey

Proposal: Cllr Findlay: Appoint for 3 days/week until locum reports to committee.

Proposal: Cllr Haslet: Locum Clerk report to cover variations.

Proposal: Cllr Buczkowski: Appoint Locum Clerk for 3 days/week attended. Locum to report to Resources Committee (14th July) to review arrangements.

Proposal: Cllr Thompson: Appoint Locum Clerk/RFO for 3 days/week attended. Release RFO from duties. Report to Resources Committee (14th July 2022).

Seconded: Cllr Holvey

Vote: Unanimous

Resolved: APPOINT LOCUM CLERK/RFO FOR 3 DAYS/WEEK ATTENDED. RELEASE RFO FROM DUTIES. REPORT TO RESOURCES COMMITTEE (14TH JULY 2022).

Meeting closed: