

Sleaford Town Council
Quayside House,
Navigation Yard
Sleaford, Lincolnshire
NG34 7TW



Tel: 01529 303456
Email: enquiries@sleaford.gov.uk
Website: www.sleaford.gov.uk

**Minutes of the Extraordinary Meeting of Sleaford Town Council held on
Wednesday 7th September 2022 at 7.00pm, at The Town Hall, Sleaford**

Present:

CLlr L Edwards-Shea – Chairman
CLlr J Thomas – Vice Chairman

CLlr B Allan
CLlr D Darmon
CLlr K Fernandes
CLlr T Hayat
CLlr L Lowndes
CLlr H Lorimer

CLlr R Oates
CLlr M Offer
CLlr J Parry
CLlr M Shanahan-Kluth
CLlr S Shanahan-Kluth
CLlr D Suiter

Also in The Minute Taker
attendance


Prior to the commencement of the meeting, a 15-minute period was observed. No members of the public were present and no updates were received.

**Please note the Audio Recording from this meeting is available on the Town Council's
[You Tube Channel](#)**

- FC.1 Chairman's Welcome**
The Chairman welcomed all to the meeting, reminding Councillors to keep in mind the Nolan Principles.
- FC.2 Apologies for Absence** were received and noted from:
CLlr P Edwards-Shea, CLlr M Smith, CLlr Adrian Snookes, CLlr Alison Snookes
- FC.3 Declarations of Interest**
No Declarations of Interest were received at this stage.
- FC.4 To appoint an Appeals Panel**
The Chair reminded those present that the Grievance and Disciplinary Panel had already been appointed. An Appeals Panel was necessary to consider any appeals against Grievance and Disciplinary Panel decisions/recommendations; members must be independent of both the HR Committee and the Grievance and Disciplinary Panel. The HR Committee would be drafting more detailed Terms of

Page 1 of 4

7th September 2022 Meeting

Signed: 

Date:
18th October 2022

Reference for both Panels. It was noted that currently there were no outstanding issues to be considered.

With a membership of three Councillors, to be elected, each Councillor present could vote for up to three of the four nominated Councillors.

It was proposed, seconded and **RESOLVED** that Cllr Darmon, Cllr Lowndes and Cllr Parry be elected to the Appeals Panel.

Votes: for Cllr Allen 7, for Cllr Darmon 9, for Cllr Lowndes 11, for Cllr Parry 8.

FC.5 To consider and resolve contract extension for Payroll Consultation

The Chairman reported that the consultant had requested an extension to the arrangement agreed on 15th June 2022 to complete the work and report to the Council at either the next meeting or in October.

It was proposed, seconded and **RESOLVED** that Sleaford Town Council extends the period of the Payroll Consultation for a further period of up to 5 days at a cost of £300 per day.

Vote: for 14 – against 0 – abstained 0. The Resolution was carried unanimously.

FC.6 To consider and note the recruitment process for the appointment of new Deputy Clerk

It was noted that recruitment was underway, with a draft Job Description and Terms & Conditions in preparation, to be further reported to the Full Council meeting on 21st September.

FC.7 Closed Session

It was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters:-

Staffing Decisions.

Vote: for 14 – against 0 – abstained 0. The Resolution was carried unanimously.

The Vice-Chairman, being the host of the Zoom Meeting, ensured members of the public were no longer participating and confirmed the recording had been stopped at 7.32 pm.

FC.8 To ratify the offer of appointment to Town Clerk

The HR Panel Lead reported that the recent short-listing and interviews had resulted in a preferred candidate, to whom it was recommended that an offer of employment be made. The Chairman asked that thanks be recorded to the HR Committee and the Interview Panel for their work and perseverance during the recruitment progress.

It was proposed, seconded and **RESOLVED** that the meeting adjourn at 7.35 to allow consideration of the latest information.

Vote: for 14 – against – abstained. The Resolution was carried unanimously. The meeting resumed at 7.40 pm.

It was proposed, seconded and **RESOLVED** that the chosen candidate be offered the post of 'Proper Officer and Clerk to the Town Council and the Responsible Financial Officer' at an initial scale point 46 plus the advertised relocation package of up to £10,000, with the Terms and Conditions and Job Description being finalised at the Full Council meeting on 21st September 2022.

Vote: for 12 – against 1 (including Cllr Lorimer) – abstained 1. The Resolution was carried.

The Chairman agreed to inform the chosen candidate.
All Councillors were reminded to maintain confidentiality until the appointment was formally agreed.

FC.9 To receive a verbal report from the HR Committee meeting held on 6th September 2022

The HR Committee Chairman confirmed that there were no matters to report other than those listed on this agenda.

FC.10 To consider and resolve temporary staffing arrangements

1. Temporary Deputy Clerk

The HR Committee Chairman advised that, in the absence of the Clerk and Deputy Clerk, the Council needed to appoint a designated senior officer to meet its legal responsibilities, and to assist the new Town Clerk during their settling in. Issues of Health and Safety compliance were discussed and it was noted that H&S aspects would be a standing item on future Full Council agendas.

It was proposed, seconded and **RESOLVED** that the HR Committee shall undertake all aspects of the temporary promotion of the Services Team Leader to Acting Deputy Clerk for a period of eight weeks, including agreeing the Terms and Condition and Job Description of the post, and shall produce a further report to Full Council at the end of that period.

Vote: for 11 – against 1 – abstained 2. The Resolution was carried.

The Chairman agreed to inform the Services Team Leader on Monday 12th September.

2. Temporary Responsible Financial Officer

It was noted that while the new Town Clerk would have the formal title 'Responsible Financial Officer', given the demands of the role initially, the HR Committee recommended the extension of the Temporary Responsible Financial Officer's contract, to complete work underway and support the new Clerk. It was noted that the temporary contract already allowed for early termination, with notice, by either party.

It was proposed, seconded and **RESOLVED** that the HR Committee shall offer the Temporary Responsible Financial Officer a further six-month contract when the existing contract expires in November, be responsible for managing all details of that further contract and produce an update report to Full Council .

Vote: for 13 – against 0 – abstained 1. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 8.47 pm