



## CLOSED SESSION MINUTES

Closed Session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **Wednesday 1<sup>st</sup> August 2012** at **2.00 p.m.**

### **SA/34**    **PRESENT**

Chairman:            Councillor Smithers

Vice-Chairman:    Councillor Perks

Councillors:        Aitken; McCormack; Newbold; Phillips; Pound; Wilcox

Also present:        A. Committee Officer, Shropshire Council  
J. Merry and B. Jones, Lanyon Bowdler Solicitors

### **SA/35**    **APOLOGIES**

No apologies were received.

### **SA/36**    **MINUTES**

The Sub-Committee considered the minutes of the meeting held on Monday 16<sup>th</sup> July 2012 and the following queries were raised:

Page 4: first sentence of final paragraph was unclear.

Page 5: first sentence of penultimate paragraph to be changed from "free point approach" to "three point approach".

Page 6: fifth paragraph down should read "cited **a** previous Locum Town Clerk" not "cited **the** previous Locum Town Clerk".

Page 6: Members requested clarification of the meaning of the first paragraph under the heading "Locum Town Clerk".

Page 7: Members questioned the wording of the second paragraph and suggested "in respect of" needed to be inserted after "legal advice" and before "pay and responsibilities".

In view of the number of anomalies, it was

### **RESOLVED (unanimous)**

That approval of the minutes of 16 July 2012 be deferred pending the resolution of the issues detailed above.

**SA/37 DECLARATIONS OF INTERESTS****Disclosable Pecuniary Interests**

None declared.

**Conflicts of Interest**

None declared.

**Personal**

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
J. Smithers	Lanyon Bowdler	Solicitors used by the Royal British Legion
M. Phillips	Lanyon Bowdler	Has friends employed there.
All Councillors	Lanyon Bowdler	Previous commercial dealing with the firm through the Town Council

**SA/38 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following items of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (unanimous)**

That the public be excluded and the meeting continue in closed session.

**SA/39 ELLIS WHITTAM**

2.25 pm - Before discussion of this item, the two solicitors from Lanyon Bowdler withdrew from the meeting.

**RESOLVED (unanimous)**

That Standing Orders in relation to this item be waived, as a decision on this subject had been made within the past six months.

**SA/40** The Sub-Committee then considered the revised quote, dated 18<sup>th</sup> July 2012, received from Ellis Whittam.

**RESOLVED (unanimous)**

That the Chairman liaise with the Deputy Town Clerk to consider the following:

- i) Ellis Whittam quotation including clarification as to whether the provision of information related to staff and also to Members
- ii) Lanyon Bowdler's quotation.
- iii) Current costs of insurance and current costs of health and safety consultants.

2.50 pm - The two Solicitors from Lanyon Bowdler returned to the meeting.

**SA/41 RECRUITMENT**

**RESOLVED (unanimous)**

That a meeting be arranged between the Chairman, the Mayor and existing staff in order to inform them of the recruitment process.

**SA/42 RECOMMENDED (unanimous)**

That a Locum Town Clerk be appointed to act as Town Clerk/Responsible Financial Officer pending recruitment of a permanent replacement.

3.05 pm - Councillors Aitken, McCormack and Wilcox left the meeting.

**SA/43 LEGAL ADVICE**

**RESOLVED (unanimous)**

That:-

- i) Councillors Newbold, Perks, Phillips, Pound and Smithers be appointed to the Task and Finish Group to consider any grievance issues that may arise from the departure of the current Town Clerk.
- ii) With reference to the Town Clerk's resignation letter, legal advice be sought to advise the Council on the way forward on these matters.
- iii) Lanyon Bowdler solicitors be instructed to provide a draft letter requesting the Town Clerk to provide further details of her grievances to the Council.

The meeting closed at 4.20 p.m.

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Chairman

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Date