

# Abergele Town Council

## MINUTES

The Special Meeting of the Council, held on Wednesday 18<sup>th</sup> August 2010, at 6.30 p.m. in the Town Hall, Llanddulas Road, Abergele.

190/10 **Attendance Register**

The Mayor, Cllr R M Medicott (Chairman)

Cllrs: J M D Bird; M Bond; G P Davies; J A MacLennan; D A MacRae; P D Meredith; J D Mortimer; R D Peacock; J E H Pitt; B C Roberts; J Stubbs; R G Waters; A Wood.

Mrs Ann Roberts (Admin Assistant)

191/10 **Apologies for Absence**

Cllr K J Sudlow.

192/10 **Declaration of Interest**

- Members are reminded that they must declare the existence and nature of any personal interests (using the form provided for this purpose).

None declared.

193/10 **Post of Clerk to the Council and Responsible Financial Officer**

a) Two versions of wording of an advertisement for the vacancy for Clerk to the Council and Responsible Financial Officer were considered. Concern was expressed regarding the following points:

- should the ability to communicate in Welsh be 'required' or 'desirable'

Following a show of hands, voting was 9 for and 3 against, that the advertisement state 'required'.

- if the post should be described as 'challenging' or 'interesting'

Following a show of hands, voting was 7 for and 5 against that the advertisement state 'interesting'.

- whether or not to include a salary scale.

It was agreed that the advertisement should include reference to a salary scale

Copies of the current Town Council job Application Form were circulated, and following consideration, it was concluded that applicants should complete an Application Form together with a covering letter and CV, and that the advertisement be amended to reflect this requirement.

**Subject to the agreed amendments, it was RESOLVED to approve the advertisement as per Schedule A (attached).**

b) The amendments made to the current Job Description of the Clerk to the Council and Responsible Financial Officer, were considered and accepted. Two further amendments were considered necessary, these being:

- Under the heading 'Overall Responsibilities' the last line to read ' As its Responsible Officer you protect the Council as a corporate body'
- Under 'Key Tasks and Responsibilities' Item 8 to read 'To assist with writing articles for and manage the process of compiling, editing, printing and distributing a regular Newsletter and Town Guide'.

**It was RESOLVED to adopt the Job Description as amended.**

c) Consideration of the draft amended Contract of Employment of the Clerk to the Council and Responsible Financial Officer was deferred.

**It was RESOLVED to refer consideration of the draft amended Contract of Employment of the Clerk to the Council and Responsible Financial Officer, to the Staffing sub-Committee following the new appointment, with the recommendation that particular attention be paid to relevant information contained in the Green Book.**

Cllr D A Macrae was thanked for all the hard work she had done in preparing the draft amended documents and Ann Roberts was thanked for attending to take the Minutes

Meeting Closed: 7.40pm

..... (Chairman)

CYNGOR TREF ABERGELE - ABERGELE TOWN COUNCIL

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Indicative Salary Scale LC2 (pts 30-38) dependent upon qualifications and experience

Full time post – 37 hours per week (flexible working)

Applications are invited for this interesting post from progressive and suitably qualified persons with a proven record of managerial, administrative and financial skills. A good all round knowledge of Local Government and interaction with Councillors would be desirable, as well as an ability to ensure that the Council meets 'best practice' standards throughout its areas of responsibility. You will need to ensure the satisfactory and prompt implementation of Council decisions and to demonstrate an ability to establish, understand and maintain good working relationships with other local, regional and national bodies.

The ability to communicate in Welsh is desirable as is competence in IT skills with a knowledge of website management.

An Application Form and Job Description are available on written request from

The Abergele Town Council,  
Town Hall  
Llanddulas Road  
ABERGELE LL22 7BT

Final closing date for completed applications is MONDAY 20 SEPTEMBER 2010