

Minutes of the **EXTRAORDINARY MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on **FRIDAY,**  
**8<sup>th</sup> FEBRUARY 2013** at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor Mrs. C. Bartlett

Councillor M. Bonfield (until 10.25 a.m.)

Councillor Miss C. Harris

Councillor Mrs. G.A. Marsh

Councillor Mrs. A. Patrick

Councillor S. Poultney

Councillor M.W. Pratt

Councillor M. Whitwam

Councillor A. Wiggins (from 9.40 a.m.)

Also in attendance: -

Dr. M.K. Ayres

Town Clerk

Mrs L. Burgess

Senior Administration and Finance Officer

There were no members of the public present at the Meeting.

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Brown.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Mrs Patrick, and  
RESOLVED UNANIMOUSLY:-

That, under Standing Orders Nos. 67 and 68, by reason of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

4. **JOB DESCRIPTIONS**

Further to previous discussions regarding staffing proposals for 2013/14, and the Budget Report which was approved by the Council at its meeting held on 21<sup>st</sup> January 2013, Job Descriptions were submitted in respect of the following posts:-

- Grounds Maintenance Supervisor.
- Management Support Officer.
- Operations Department Administration Officer.
- Carpenter.

Following discussion, it was proposed by Councillor Bonfield, seconded by

Councillor Pratt, and RESOLVED UNANIMOUSLY:-

That recruitment to the new posts be approved as from 1<sup>st</sup> April 2013, and that delegated authority be given to the Council's senior officers to determine the final salaries of the posts within the budget provisions and in line with advice received from South West Employers.

### **Seasonal/Casual Posts**

Further to discussion at the Personnel Committee held on 17<sup>th</sup> August 2012, consideration was given to additional seasonal posts to be employed for the 2013 summer season.

It was proposed by Councillor Poultney, seconded by Councillor Mrs. Bartlett, and RESOLVED UNANIMOUSLY:-

To approve the recruitment of two additional seasonal grounds' staff between 1<sup>st</sup> May and 31<sup>st</sup> August.

It was FURTHER RESOLVED:-

To approve the recruitment of an additional tourism assistant to assist the team at the Tourist Information Centre during the course of the year at peak times and during winter holidays or a local trainee/apprentice in tourism (total of 18 hours per week).

## 5. **JOB EVALUATION – TOWN CLERK**

Before consideration of this item, the Town Clerk left the Meeting.

At the invitation of the Town Mayor, Councillor Pratt (Chairman of the Personnel Committee) introduced this item.

Consideration was given to a Report received from South West Employers regarding the Town Clerk's Job Evaluation.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Mrs. Marsh, and RESOLVED UNANIMOUSLY:-

To accept the Report submitted from South West Employers and to approve the salary scale assigned to the post of Town Clerk to Grade 13. (Scale point 53 was approved.)

Councillor Bonfield left the Meeting at 10.25 a.m.

The Town Clerk returned to the Meeting at 10.25 a.m.

## 6. **COMPARABILITY OF SWANAGE TOWN COUNCIL PAY STRUCTURE**

Consideration was given to the possibility of commissioning a report from South West Employers regarding the comparability of the Town Council's pay structure.

Following a brief discussion, it was proposed by Councillor Pratt, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That South West Employers be instructed to prepare the report for consideration at a future meeting of the Personnel Committee.

7. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no additional matters to report at the present time.

The meeting concluded at 10.35 a.m.

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