

**DRAFT Minutes of the Extraordinary Town Council meeting held virtually (on line) via Zoom on Wednesday January 6<sup>th</sup>, 2021 at 7.30pm**

A video-recording of this meeting can be seen on BrutonTown Council's Youtube channel by clicking on this link: <https://www.youtube.com/watch?v=evRfKXdQZVo>

Present: Councillors: Anderton, Karen Baker, Brownlow, Crawford, Day, Hood, Jones, Robinson and Skinner  
In the chair: Councillor Jones  
In Attendance: The Town Clerk  
The Community Development Officer

- 20/135 Welcome and Apologies for absence**  
The Chairman welcomed Councillors and those attending. Apologies were received from Cllr. Abi Baker
- 20/136 Public question time**  
There were no questions or comments from members of the public.
- 20/137 Declarations of Interests**  
No Councillors had any interest to declare in respect of the agenda item.
- 20/138 Confidential Business – motion to exclude the public**  
**It was RESOLVED 8-1-0 [For-against-abstain] that the public be excluded for the remainder of the meeting because the discussion would likely include personal and confidential information.**
- 20/139 Staff resignation**  
The town clerk's resignation was noted and members wished him well in his new position at Honiton Town Council. Cllrs Jones and Robinson had both held a positive exit interview with the outgoing clerk. Members discussed various options for regrading the clerk's post, a reduction in hours and appointing a further assistant clerk.  
**It was RESOLVED 9-0-0 that:**
- 1. The clerk's post would be reduced to 15 hours a week, at an increased hourly salary rate.**
  - 2. A new assistant clerk post will be created once a new town clerk is in post (at least 10 hours a week).**
  - 3. A review of current staff pension arrangements will be undertaken by the Finance & Resources Committee in the next financial year.**
- 20/140 Interim working arrangements.**  
**It was RESOLVED 9-0-0 that:**
- 1. Justin Robinson would act in an unpaid capacity as Proper Officer and Responsible Financial Officer, from 15<sup>th</sup> January 2021.**

2. The Assistant Clerk will provide additional support to meetings as and when required and convenient; such additional hours to be agreed with the Acting Proper Officer, in consultation with the chairman.
3. The Council will engage Zoe Godden to act as a locum officer for at least 6 hours per month at a rate of £20 per hour. Should additional hours be required, these can be authorised by the Acting Proper Officer in consultation with the chairman. The locum officer will be provided with a council laptop computer and will have full access to the council's accounting software.

**20/141**

**Recruitment process**

It was RESOLVED 9-0-0 to adopt the recruitment timeline and to delegate responsibility for approving the job description, person specification and advert to the Finance & Resources Committee.

**20/142**

**Delegation of responsibility to the Finance & Resources Committee for implementing decisions resulting from items 20/139, 20/140 and 20/141, above**

It was RESOLVED 9-0-0 to approve the delegation should any further decisions be required outside of the regular cycle of ordinary council meetings.

***Members of Council considered the following matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.***