

PL6/20 Committee to note that the Deputy Clerk has completed her ILCA Certificate. In line with Deputy Clerks contract to consider a pay increase for successfully completing the ILCA and standard annual increment related to performance.

Cllr Luckraft proposed, seconded by Cllr Rowe and agreed unanimously to increase salary to proposed SCP.

RESOLVED: Committee resolved to increase the Deputy Clerks salary in line with proposal and contract.

PL7/20 Committee to consider Town Clerk increase one SCP as per contract related to performance.

Cllr Bentley proposed, seconded by Cllr Rowe and agreed unanimously to increase Town Clerks salary one SCP as per contract.

RESOLVED: Committee resolved to increase Town Clerks salary one SCP as per contract.

PL8/20 Committee to consider the conversion of the Temporary Administration Assistant position to a permanent, part time role of 18 hours. This role will be over two days, core hours 9.30am – 2pm in the office and extra hours completed either in the office or remotely. Evening meetings attended will be extra and can be paid as overtime or received as time in lieu.

Proposed by Cllr Luckraft, seconded by Cllr Rowe and agreed unanimously to make the Temporary Administration role permanent for 18 hours per week, at proposed SCP.

RESOLVED: The Committee resolved to make the Temporary Administration Assistant role permanent at 18 hours per week at proposed SCP.


PL9/20 Committee to consider a proposal to alter the office hours open to public between 9.30am – 2pm (Mon – Thurs), staff then able to work their remaining hours either in the office or remotely. For the Clerk and Deputy Clerk hours will include meetings.

Proposed by Cllr S Duckles, seconded by Cllr Brogden and agreed unanimously to approve the new proposed office hours.

RESOLVED: The Committee resolved to approve the new office hours between 9.30am – 2pm (Mon – Thurs), staff then able to work the extra hours either in the office or remotely with Clerk and Deputy Clerk's hours including meetings.

PL10/20 Council noted next meeting to take place on Tuesday 6th July 2021 at 1pm.

RESOLVED: Council resolved to note date and time of next meeting.

Signed: 

Date: 13.7.2021