

LEDBURY TOWN COUNCIL

EX03/2018

Standing Committee meeting

28.03.18

4. Employment Matters

- 4.1 i) Judicial Review - members noted the payment on account of £8,340 to Winckworth Sherwood in advance of the re-listed court hearing. Included in this payment was an account balance of £313.88 for money previously paid by the Council.

Cllr Bradford expressed his disappointment that the Council had incurred these fees, as the reason for cancellation was adverse weather and was beyond the Council's control.

Following a discussion Cllr Barnes proposed to approve and note this prepayment and a vote was taken; 4 in favour and 1 abstention.

RESOLVED: to approve and note the prepayment of £8,340 for the re-listed court hearing.

- ii) Rescheduled date - 17th April 2018, and will now take place at the Cardiff Civil and Justice Centre - the Chairman to confirm the Court times on the 16th April. Winckworth Sherwood has sent an amended skeleton argument that includes a list of essential reading to assist the new Judge.

RESOLVED: that the information provided is noted.

- 4.2 i) Interim arrangements until a new Town Clerk is appointed
Emma Thomas, a CiLCA accredited Clerk from HALC, can start from the 3rd to 4th April and then regularly from the 13th April. Emma is available 3 mornings per week (more if required), at a cost of £20ph. She can cover some evening meetings, including Annual Town, at a cost of £150+ travel but due to other work commitments she is unavailable for some Thursday meetings. HALC will provide cover when Emma is unavailable.

Following a discussion, Members agreed that for the purposes of continuity they would prefer to employ the same temporary Clerk and considered changing the night of Council meetings to Wednesday, until a new Clerk is appointed. If the Community Hall is unavailable on that night, the meetings could be held in the Market House.

RESOLVED: to recommend that Council meetings are temporarily moved to Wednesday evenings and to provide a temporary schedule of meetings for confirmation at the next Full Council Meeting.

4.2 ii) Outsourcing Payroll

Members noted that Autella, a HALC recommended company, is available to take over the Council's monthly payroll, in place of a qualified Clerk, at a cost of £538.00pa, plus a 20% discount. Due to time constraints it was not possible to source 3 quotations for this but members were satisfied as it actually works out cheaper than the current Sage Payroll package that we use, at £600.00pa.

RESOLVED: to outsource monthly payroll to Autella, at a cost of £538.00pa, plus a 20% discount.

iii) Appointment of new Clerk to the Council

Members noted the various outlets and associated costs of advertising the post of Town Clerk.

HALC (advertises nationally) @ £200 – includes service package, as below.

SLCC (advertises nationally) @ £175

Ledbury Reporter (advertises locally) @ £500

HALC Employment Service Package includes; national advertisement, all associated admin and advising the Council on applicant shortlisting. Lynda Wilcox (HALC CEO) will attend the interviews and provide qualified advice to the panel.

Cllr Francis requested that Lynda Wilcox provides a letter of process for the package, which will be sent out to all Councillors before the next Full Council meeting.

RESOLVED: That the HALC Service Package, at a cost of £200, is used to recruit a new Town Clerk.