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**APPROVED MINUTES OF EXTRAORDINARY CASTLE CARY TOWN COUNCIL MEETING**  
**held on Wednesday 26<sup>th</sup> August 2020**

**DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.**

**Present:** Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Bob Gilbey, Pek Peppin, Penny Steiner and Rob Worth

**Clerk:** Zöe Godden

**There were no members of the public present at the start of the meeting.**

**The meeting started at 19:00.**

**2020**

**TC52 Apologies for absence**

No apologies had been received.

**TC53 Declarations of personal or pecuniary interest (these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed)**

There were no declarations of interest.

**TC54 To consider options for dealing with the two vacant posts (Bookings and Promotions Manager and Town Clerk and Responsible Financial Officer)**

- a) Does the Bookings and Promotions post need to be filled now and, if so, how many hours per week are required; what options are there for filling the post to fit in with the current climate.

The issue was discussed. It was felt that the post did need to be filled in order to build up Market House bookings post CV-19. Some councillors felt that the new postholder should be offered reduced hours in the first instance because of the lack of bookings due to the CV-19 situation. It was noted that production of the newsletter had been added to the job description for this post. There was some discussion about the job title and it was suggested that it should be changed to Marketing and Communications Administrator. It was suggested that someone known to the Council might be asked to co-ordinate weddings in the short term and that Information Point volunteers could assist with bookings by showing prospective hirers around the building and taking on some administration tasks.

**RESOLVED: It was proposed and agreed to proceed with the appointment to this role, initially for 15 hours per week, with a view to increasing this to 20 hours once the CV-19 issue had subsided. It was further agreed to change the job title to Marketing and Communications Administrator and to approach the volunteers and a suitable experienced member of the public to assist with bookings and weddings in the interim.**

**Six votes for; One vote against.**

- b) To consider splitting to Town Clerk and Responsible Financial Officer post to form two posts of Town Clerk and Responsible Financial Officer.

There was some discussion about the advantages of splitting the Clerk post and it was noted that several local councils employed a Clerk and separate RFO. Should the role be split, the RFO would

be line managed by the Clerk. Nick Weeks pointed out that the introduction of a unitary authority for Somerset might increase the Clerk's workload and that the hours worked by office staff would need to be reviewed accordingly. It was felt that there might be advantages to both the Clerk and RFO being able to work from home at times. Judi Morison pointed out that if either the new Clerk or RFO did not hold the CiLCA qualification, time would need to be built into their jobs to enable them to study for this. Pek Peppin and Philippa Biddlecombe expressed concern that if someone wanted to apply for both roles as one job, splitting the role could make it impossible to do that. It was noted that one person could apply for both roles without any problem. Nick Weeks expressed concern that the experience of the current Clerk would be lost during the critical budget setting period Judi reported that the current Clerk had agreed liaison with budget holders and to help with the induction of the new Clerk and RFO beyond her finishing date of 31<sup>st</sup> October.

**RESOLVED: It was proposed and agreed to split the Town Clerk role as follows: Town Clerk at 25 hours per week and RFO at 12 hours per week.**

- c) To agree to advertise both posts, in line with any agreements above.

**RESOLVED: It was proposed and unanimously agreed to advertise all three posts.**

- d) To agree a timed schedule of actions for advertising the posts, closing dates for applications, shortlisting and interview dates etc.

Judi Morison had circulated a schedule before the meeting.

**RESOLVED: It was proposed and unanimously agreed to work to the schedule as presented and that interviews for the Clerk would take place on 14<sup>th</sup> September, the Marketing and Communications Administrator on 18<sup>th</sup> September and the RFO on 21<sup>st</sup> September. It was further agreed that Judi Morison, Penny Steiner and Nick Weeks would sit on the interview panel for the Clerk and RFO posts and that Philippa Biddlecombe, Judi Morison and Penny Steiner would sit on the interview panel for the Marketing and Communications Administrator post. Pek Peppin would be a reserve interviewer in case any of the agreed councillors was not able to attend for any reason.**

The meeting ended 20:13.

Approved as a correct record.....21<sup>st</sup> September 2020