

NORTHSTOWE TOWN COUNCIL

Minutes of the meeting of the Personnel Committee – 28th July 2021, 6pm in The Wing, Pathfinder School, Northstowe.

Present: Cllr Thompson Cllr Sursala Cllr Van Der Meijden (Chair) Cllr Delip

05/21-22 TO RECEIVE APOLOGIES FOR ABSENCE.

All members present.

06/21-22 45/21-22 DECLARATIONS OF INTEREST

None to declare.

07/21-22 PUBLIC PARTICIPATION

No members of public wishing to speak.

08/21-22 MINUTES OF THE MEETING OF 7TH JULY 2021.

It was proposed by Cllr Delip seconded by Cllr Thompson and **resolved unanimously to approve the minutes of the meeting of the 7th July 2021 as a true record of that meeting.**

09/21-22 COMMENCEMENT OF TOWN CLERK

a) Interim Clerk to report on commencement date of Town Clerk

It was noted that Mark Nokkert will commence in post on Monday 9th August 2021. The Interim Clerk service will remain in place until the end of August to allow for annual leave cover and a handover.

b) Interim Clerk to report on hand over, support arrangements and office provision.

The Interim Clerk has put in place a schedule for the handover, which includes the administration, meeting key people, and connecting with support services. Arrangements have also been made to join the Society of Local Council Clerks, and to commence with new clerk training and the CILCA qualification.

A discussion was held regarding office space at The Wing, it is understood that the shared office space has availability, however a discussion will be held with the Wing management with a view to use the small office and that the shared space is given dedicated space for the Town Council, and the room is set up in a suitable professional manner. Cllr Thompson was tasked to speak to SCDC.

10/21-22 DATE OF NEXT MEETING

22nd September 2021. 6pm – The Wing.

The meeting closed at 6.33pm

Signed.....

Date.....