

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council  
held in the Town Hall on 05 September 2023**

**Present:**

Chairman: Councillor J Kerr  
Vice Chairman: Councillor M Gleadow

Councillors: P Hussain, A Thompson, L Valla

**In attendance:**

Town Clerk: M Price  
Democratic Officer: A Childs

**PE09.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Morgan (personal).

**PE10.00 DECLARATIONS OF INTEREST**

None.

**PE11.00 PUBLIC PARTICIPATION**

None.

**PE12.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

**PE13.00 FINANCE OFFICER ROLE**

**PE13.01 Recruitment**

Members were in receipt of a report from the Town Clerk, which detailed the specifications of the role and a prospective candidate.

***[Councillor P Hussain entered the Chamber]***

Discussions were held regarding the applicant's qualifications and suitability for the role. Other details including working hours, handover and starting date were mentioned. Councillor L Valla queried if the relevant references were obtained; the recruitment process was nearing the final stages but this last step was still required. The members agreed that the receipt of two satisfactory references must be obtained before the job position could be offered to the candidate.

Councillor J Kerr proposed, subject to the receipt of two satisfactory written and verbal references, that the candidate be offered the position. The proposal was seconded by Councillor L Valla and there was a unanimous vote.

Chairman's  
Initials

**RESOLVED:** that, subject to the receipt of two satisfactory verbal and written references, Esther Whalley be formally offered the role of Finance Officer at St Ives Town Council.

**PE13.02****Current Finance Officer**

Members were in receipt of a letter from the Finance Officer; discussions were held regarding the current finance officer's terms and leaving period.

Councillor P Hussain proposed that the current Finance Officer's leaving period would be one month in duration and commence on 15 September 2023, which was seconded by Councillor A Thompson. The vote was unanimous.

Councillor P Hussain stated that they are very grateful to Karen Duncan for her many years of service at the Town Council, and Councillor J Kerr echoed these sentiments.

**RESOLVED:** that the current Finance Officer's leaving period will commence on the 15<sup>th</sup> September 2023 and be one month in length; the last day of employment will fall in mid October 2023.

**PE14.00****CIVIC OFFICER ROLE**

Members were in receipt of a report from the Town Clerk, regarding the Civic Officer's contracted hours. Discussions were held surrounding her role, responsibilities and support to the Mayor. The Town Clerk and committee members were concerned about workload issues, and it was agreed that the Town Clerk would discuss this matter with the Civic Officer and the Mayor.

Councillor P Hussain proposed that the Civic Officer's working hours be increased to 20 hours per week, starting from the next pay salary date – 15<sup>th</sup> September 2023. This was seconded by Councillor J Kerr. The majority were in favour, with one abstained vote from Councillor A Thompson.

**RESOLVED:** that the Civic Officer's working hours be increased to 20 hours per week, commencing on 15<sup>th</sup> September 2023.

that the Town Clerk discuss workload issues with the Civic Officer and Mayor.

**PE15.00****PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

**RESOLVED:** That the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

The meeting concluded at 6:58 pm.

Chairman:

Dated: 18 October 2023

Chairman's  
Initials