



KIRKBYMOORSIDE TOWN COUNCIL

The Shambles  
Crown Square  
Kirkbymoorside  
York  
YO62 6AY

Tel: 01751 432217  
email: [town.clerk@kirkbymoorsidetowncouncil.gov.uk](mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk)

**Minutes of the extra ordinary meeting of the TOWN COUNCIL held at Church House, Kirkbymoorside on Friday 10 February 2012 at 7.15pm**

Present: Councillors C Dowie (Chairman), M Brampton, J Coughlan, S Ward and J Watson.  
Also present: Clerk, Miss S Brown

11204. Apologies for absence were received and accepted from County Councillor V Arnold and Councillor J Cossins
- 11205 No Declarations of Interest were received
- 11206 Minutes and Matters arising:
- a) Amendments were requested to the minutes of the Meeting held on 16 January 2012 for **resubmission** to the next ordinary meeting of Council
  - b) The Town Council **received** the draft minutes of the staffing committee of 30 January 2012
  - c) Works taking place at Manor Vale, Dale End and Gillamoor Road are being further investigated following requests from the meeting of 16 January 2012. The Town Council agreed that at a site meeting prior to the work commencing, Councillors Dowie and Brampton will discuss an agreement with the contractor to use an area of Town Council land in Manor Vale to store materials and equipment. The Town Clerk will also attend the site meeting. The council will require a written agreement setting out the terms, the length of the rental period and the amount of rent payable.
- 11207 No members of the public wished to make representation to the Town Council
- 11208 The Town Council **resolved to accept** the recommendation of the Staffing Committee that the post of Assistant Town Clerk be advertised
- 11209 The Town Council agreed and accepted the advertising costs for recruitment via SLCC for a 3 week period at a cost of £120. The Town Council also agreed to advertise the position through the Job Centre, on the Town Blog and on the Town Council notice board.
- 11210 To Town Council **approved** the job description, person specification and application form for the Assistant Town Clerk
- The Town Council **deferred** the acceptance of the employment contract until March 2012
- 11211 To Town Council **agreed** to set the salary for the post of Assistant Town Clerk at SCP scale 15 to 22
- 11212 To Town Council **agreed** the dates and process for recruitment

- a) Deadline for the receipt of application forms; midday 12 March 2012
  - b) The staffing committee to create a shortlist from application forms; evening of 12 March 2012
  - c) Interviews to be conducted by the staffing committee on 16 March 2012
- 11213 The Town Council **noted** that the staff appraisals are carried out by 2 or 3 members of the staffing committee
- 11214 The Town Council **noted** that the appraisal for new staff is after 3 months, 6 months and then annually at a time to fit in with budget setting
- 11215 The Town Council **noted** the date of the next meeting as 20 February 2012 in Church House

The meeting closed at 8:00pm