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Members of the public and press are entitled to attend the following meeting in accordance with S.1 of the Public Bodies (Admission to Meeting) Act 1960, as amended by S.100 of the Local Government Act 1972 unless the Committee by resolution enters confidential session when the public are lawfully excluded.

During the public participation period held immediately prior to the agenda members of the public are welcome to speak on any matter relevant to the Town Council as long as they have given 24 hours' notice of the subject matter to the Deputy Town Clerk. However, if that matter is not included in the agenda no resolution can be made. The Chairman will use his discretion when permitting members of the public to speak.

**Thursday 16<sup>th</sup> August 2018**

To all members of the Policy & Resources Committee

You are summoned to an extraordinary **Meeting of the Policy & Resources Committee** to be held at **1:30pm on Tuesday 21<sup>st</sup> August 2018** at the Committee Room, Mendip District Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT when the following business will be transacted.

Yours faithfully

Cllr John Parham  
Committee Chairman

## A G E N D A

**P&R19.1 To receive apologies for absence.**

**P&R19.2 To receive any declarations of interest in items on this agenda.**

**P&R19.3 To receive the recommendation of the Policy & Resources Staffing Sub-Committee that the posts of Proper Officer (Town Clerk) and Responsible Financial Officer are split to form 2 separate posts.**

*The Town Clerk post retains all responsibilities as Proper Officer (excluding those identified for RFO below), to include: working in partnership with Members to provide leadership, vision and strategic direction to the Council; ensuring all statutory functions are carried out; representing the Council as lead officer; advising on & ensuring all decisions are lawful; managing effective Council policy; administration of meetings; ensuring contract compliance; managing staff. (As well as the existing project/Committee/Charity workloads).*

*The baseline financial processes of an RFO working to the standards of Governance & Accountability (2018) will include: maintenance of all financial records; maintenance of updates to Financial Regulations, relevant Standing Orders & risk management procedures; processing of invoices, expense claims and payments; banking money; production of financial reports, forecasts, budgets and plans; attending relevant meetings; file VAT claims; submit precept demand, preparation of the end of year accounts; co-operate with internal auditors and submit the Annual Return.*

**P&R19.4 To resolve to recommend to full Council that it approves the appointment of Sam Winter as permanent Town Clerk, at SCP 51 for 32 hours per week, commencing 1<sup>st</sup> September 2018.**

**P&R19.5 To resolve to recommend to full Council that it commences with the advertisement and recruitment of a permanent RFO at SCP range 32-37 for 18 hours per week.**

**P&R19.6 To resolve to appoint Paula Robertson as Acting RFO, at a pay point to be agreed, from 1<sup>st</sup> September 2018 until further notice or the advertised RFO post is filled.**

**P&R19.7 To resolve to exclude the press and public during item P&R19.8 due to the confidential nature of the matters to be discussed that relate to staffing and contractual issues.**

**P&R19.8 To resolve to recommend to the full Council that it concludes the agreement with the Town Council's HR consultant and seeks the services of another firm.**

**P&R19.9 Date and Time of Next Meeting: Tuesday 4<sup>th</sup> September 2018 at 7pm.**