

Minutes of an extra ordinary meeting of Full Council held on Monday 28th June 2021 at 10am at Namji's 4, The Square, Wolverton MK12 5DG.

Present: Councillors Moss (Chair), Bamisile, Hussain, Khan, Robertson, Saunders and Webb.

Attendance: Karen Hill (Interim Clerk)
Andrea Vincent, Appointee Clerk
No members of the public in attendance.

No Apologies offered from: Cllrs Forbes, Khatoon or Orimogunje. Cllr Riaz (contacted the Clerk too late for inclusion in apologies)

The meeting opened at 10am. Chair welcomed everyone to the meeting.

TC21/65	<p>Apologies for absence: Cllr Aiyeola (work) Accepted</p>
TC21/66	<p>To receive Councillor declarations of interest on any matter on the agenda: <i>Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting</i> None</p>
TC21/67	<p>Agree to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed. Proposed Cllr Hussain seconded Cllr Moss. Vote by show of hands unanimous.</p>
TC21/68	<p>Agree on a job specification and scope, how and when to advertise and other recruitment issues. All Councillors had had a job specification as well as salary evaluations for both vacancies.</p> <p><u>COMMUNITY PROJECT ENGAGEMENT ROLE</u></p> <p>Agree that the email address be community@wolvertonandgreenleystowncouncil.gov.uk as currently exists. Proposed Cllr Khan seconded Cllr Moss. Vote by show of hands unanimous.</p> <p>Agree that the job title for the project and events role is Community Project and Engagement Officer. Proposed Cllr Webb seconded Cllr Khan. Vote by show of hands. 6 for 1 against. Motion carried.</p> <p>Agree to separate points 3 and 4 in Key duties Events in job specification Proposed Cllr Saunders seconded Cllr Moss Vote by show of hands. Unanimous.</p> <p>Agree to change wording in Qualifications in job specification many to replace most Proposed Cllr Saunders seconded Cllr Moss Vote by show of hands. 3 for 3 against and 1 abstention Chair has casting vote. Against. Vote 3 for 4 against. Motion denied.</p> <p>Agree to removing point 2 and leaving in point 4 in job description Key duties Proposed Cllr Saunders seconded Cllr Hussain Vote by show of hands 2 for 4 against 1 abstention. Motion denied.</p> <p>Agree to add word minutes into point 2 in Language ability in job specification Proposed Cllr Saunders seconded Cllr Moss Vote by show of hands. Unanimous.</p> <p>Agree to amended job description (as above) Proposed Cllr Saunders seconded Cllr Khan Vote by show of hands. Unanimous.</p> <p>Agree to salary scale of SCP 26, 37 hours per week, no overtime TOIL instead (rule of thumb to limit to a reasonable level). Proposed Cllr Moss seconded Cllr Khan</p>

	Vote by show of hands. Unanimous.
TC21/69	<p><u>COMMUNICATIONS ADMINISTRATOR</u></p> <p>Agree to job description as circulated. Proposed Cllr Saunders seconded Cllr Moss Vote by show of hands. Unanimous.</p> <p>Agree to salary scale of SCP 7-12, 37 hours per week, no overtime TOIL instead (rule of thumb to limit to a reasonable level).</p> <p>Proposed Cllr Webb seconded Cllr Khan Vote by show of hands. Unanimous.</p>
TC21/70	<p><u>ADVERTISING COMMUNITY PROJECT AND ENGAGEMENT OFFICER VACANCY</u></p> <p>Cllr Bamisile wanted to establish that the Interim Clerk had discussed the newly created job role in entirety (duties, salary scale and hours) with the staff. Interim Clerk assured her she had and that all staff were aware of the new role.</p> <p>Agree on following stages for Community Project Engagement Officer vacancy:</p> <ol style="list-style-type: none"> 1. Offer role to unsuccessful applicant for Clerk and RFO vacancy as well as office staff. 2. Place on WGTC website. 3. Circulate to MK Council, Clerks forum. 4. Place on social media platforms FaceBook, Twitter and LinkedIn (boost post for greater coverage) and Next Door. Councillors encouraged to share posts with their followers. 5. If no response is received by 19/07/21 then Clerk to seek applicants from Recruitment agency. <p>Proposed Cllr Webb seconded Cllr Khan Vote by show of hands. Unanimous.</p> <p>Step 4. Agree to spend up to £200.00 on boosting post for greater coverage on social media.</p> <p>Step 5. Agree to spend up to 12% of annual salary on placement fee.</p> <p>Proposed Cllr Webb seconded Cllr Moss. Vote by show of hands. Unanimous.</p>
TC21/71	<p><u>ADVERTISING COMMUNICATIONS ADMINISTRATOR VACANCY</u></p> <p>Agree on following stages for Communications Administrator vacancy:</p> <ol style="list-style-type: none"> 1. Place on WGTC website. 2. Place on social media platforms FaceBook, Twitter and LinkedIn (boost post for greater coverage) and Next Door. Councillors encouraged to share posts with their followers. <p>Proposed Cllr Moss seconded Cllr Khan Vote by show of hands. Unanimous.</p> <p>Step 2. Agree to spend up to £200.00 on boosting post for greater coverage on social media.</p> <p>Proposed Cllr Webb seconded Cllr Moss. Vote by show of hands. Unanimous.</p>
TC21/72	<p>Agree application closing date, shortlisting and interview dates</p> <p>Closing date: Friday 9th July 2021 Shortlisting with Clerk appointee 12 -16 July 2021 Interviews w/c 19/7/21</p> <p>Agree panel for interviews in Town Hall, Creed Street, Wolverton Cllrs Moss, Khan and Bamisile and Appointee Clerk Ms Vincent</p>

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There being no further business to discuss the meeting closed at 11.07am.
The next scheduled meeting of the Full Council will be 24 August 2021 at 7.30pm in Hodge Lea Meeting Place.

Signed as a true and accurate record.

Adrian Moss

CHAIRMAN

DATE 26.08.21

Adrian Moss 26.08.21