

## RAMSGATE TOWN COUNCIL

### Minutes of the Council Meeting duly convened and held in the Council Chamber, Albion House, Albion Place, Ramsgate on 11 August 2009

Present: Councillors Byne, Carr, Dark, Green, Hoult, Kirby, Landi, Moore, O'Donnell, and Ward.

Eileen Richford, Senior Democratic Services Officer, TDC

#### 24 APOLOGIES

Apologies were received from Councillors Doyle, Fenner and Todd.

#### 25 DECLARATIONS OF INTEREST

There were no declarations of interest recorded.

#### 26 APPOINTMENT OF A TOWN CLERK

Members considered the report of the Councillor Nicholson, Chairman of the Finance and General Purposes Committee, who had researched the ranges of remuneration Ramsgate Town Council would need to advertise for the position of Town Clerk for the Council.

Councillor Nicholson had had discussions with representatives of the Kent Association of Local Councils and also Town Clerks. He had also studied the range of salaries and recommended that the post be advertised at LC3 point 39 (£32,475) to point 46 (£38,575) to ensure that qualifications could be taken into consideration whilst not being forced up to the top of the LC3 range. This would mean a pro rata range of approximately £19,485 to £23,145 for 22.5 hours per week.

Councillor Nicholson also recommended that the Council pay the Town Clerk an essential mileage allowance rate in line with the rate paid to Thanet District Council officers but with safeguards put in place. Travel to and from the place of work, for example, would not be included in the mileage allowance paid.

The other Terms and Conditions as agreed by the Finance and General Purposes Committee at its previous meeting were recommended. These were as per the National Association of Local Councils model conditions of service.

Councillor Nicholson had asked the Human Resources department, TDC, to draft an advert and suggested that it be placed in 'Opportunities' which would give good coverage and in the Extra which would mean it would go in all the Kent Messenger publications.

Councillor Nicholson suggested that a Town Council panel short listed the applications received and interviewed a number of applicants before inviting a final two or three applicants to give a presentation to Full Council. Full Council would then decide which applicant would be appointed.

Moved by the Chairman of Council, seconded by Councillor Nicholson and resolved that:

"1. Council agrees the salary scales as set down in the report LC3 point 39 to LC3 point 46 (£32475 to £38575)

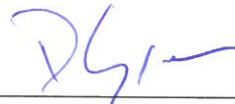
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2. Council agrees to adopt the model terms and conditions as agreed by the Finance and General Purposes Committee.
3. Council agrees the hours to be worked are 22.5 (three days a week)
4. Council agrees to delegate to the Chairman of Council and Chairman of the Finance and General Purposes Committee the task of advertising the post of Town Clerk.
5. Council agrees the selection process.
6. A Town Council Panel be established to include the Chairmen of each of the Town Council's three Committees, the Chairman of Council and two other Members of Council (six Members in total) to short list applicants.

(The panel will include – Cllrs Green (Chairman of Council), Nicholson (Chair of F & GP), O'Donnell (Chair of Town Improvement), Kirby (Chair of Planning)

Meeting concluded at 7.00pm



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Chairman – 7 September 2009