



Ripley Town Council

6 Grosvenor Road Ripley DE5 3JF

Contact: Town Clerk and Responsible Finance Officer
Mrs Jayne Simpson
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Date of Notice: 5th February 2024

EMPLOYMENT COMMITTEE MEETING Friday 9th February 2024 at 5.00pm RIPLEY TOWN COUNCIL

You are summoned to attend an Employment Committee Meeting of Ripley Town Council which will be held in the Ripley Town Council Office, 6, Grosvenor Road, Ripley, DE5 3JF.

To: Members of Ripley Town Council Employment Committee.

Cllrs: M Wilson (Chair), P Lobley, S. Freeborn, M. Allwood, K Smith and R Ashton.

Yours sincerely,

H. J. Simpson

Mrs H J Simpson
Town Clerk

AGENDA

1. To Receive Apologies for Absence

2. Variation of Order of Business

3. Declaration of Members Interests

(a) **Members must ensure that they must contact the Clerk with any Declarations of Interest at least 3 days prior to the meeting and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)**

(b) Where a member indicates that they have a Disclosable Pecuniary interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item **(4)** of Public Speaking.

(c) The Declarations of Interests for matters other than Disclosable Pecuniary Interests, Members will be asked to confirm that the record is correct.

4. Public speaking – (10 Minutes)

(a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.

(b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

(c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

5. To determine which items if any part of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: - "In view of the confidential nature of items **(6,7 & 8)** to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

6. To discuss the attached Report to Council and draft copies of documents relating to the proposal to employ a Grounds and General Services Operative (either shared through AVBC or as RTC employee) including List of Tasks, Job Description and Person Specification.

7. To confirm the Town Clerk returning to her contracted working hours (35 per week) with effect from 1st January 2024.

8. To discuss the current working hours and responsibilities of RTC office staff, and the request that this is made permanent.

9. Confirm date of next meeting, if needed.

10. Close meeting.

The date for the next monthly Town Council Meeting is Tuesday 20th February 2024 at 7.00pm in the Council Chamber, Town Hall, Ripley, DE5 3BT.