

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 4TH OCTOBER 2010

PRESENT: COUN C AUSTIN (CHAIR)

Mesdames:- S McDonnell & J Black

Messrs:- T A Jones, J Alvey, H Bennett MBE,
C Watkins, C J Metcalfe, R Huitson, E W Hall, R
Curtis, G Cowie, C Robbins, D Milsom & W M
Jeffrey

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE
ANY INTEREST PREJUDICIAL OR PERSONAL IN
ACCORDANCE WITH THE CODE OF CONDUCT.**

37. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillors R Jones, (slipped disc), L Wood, (food poisoning), M
Milsom, (poorly) & J I Measor, (poorly).

38. THE MINUTES OF THE LAST MEETING a copy of which had
been circulated to each Member, were agreed.

39. LEARNING & DEVELOPMENT

The Deputy Town Clerk reported receipt of invitations to attend
the following events:-

(i) Stress Awareness for Managers – Whose Stress is it
Anyway? 24th November 2010, Beamish Park Hotel

RECOMMENDED that a place be reserved on this course for the Horticultural Supervisor.

(ii) Food Safety – Level 3 CIEH, various dates

The Deputy Town Clerk requested that this item be withdrawn from the agenda because of costs.

(iii) Success – Mrs B Taylor completing NVQ in Business Administration Level 3

RECOMMENDED that this success be noted and a letter of congratulation be sent to Mrs Taylor.

40. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

41. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

RECOMMENDED that the contents of the report be accepted.

42. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. It was remarked upon that this report was excellent showing very little absence, only two long term absences.

RECOMMENDED that the contents of the report be accepted.

43. HONORARIA PAYMENT TO THE DEPUTY TOWN CLERK

MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 4TH OCTOBER
2010

Members were asked to confirm the decision made at the Special Clerks Advisory Meeting held on the 21st September 2010 to make a payment of 75% of the difference between the Town Clerk and Deputy Town Clerk's salary for the period of the Town Clerk's absence.

RECOMMENDED that this payment be agreed.