



EVESHAM TOWN COUNCIL  
MEETING OF THE TOWN COUNCIL



Notice is hereby given that the **ANNUAL MEETING OF THE COUNCIL AND MAYOR MAKING** will be held at 6.30 pm on **TUESDAY 4 MAY 2021** to which you are hereby summoned for the transaction of the business specified below.

**The meeting will be held via Video Conference** in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**Admission of the Public and Media**

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1. Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. The public are also welcome to observe the meeting. The meeting will be held via video conferencing platform Zoom <https://us02web.zoom.us/join>. For security reasons you will need to contact the Town Clerk via email in advance of the meeting to get the meeting ID and password. Email [townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk).

**Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

Stuart Carter  
Town Clerk

- 1. Re-Election of Town Mayor**  
Nomination of Councillor Sue Amor to be proposed by Councillor Robert Raphael and seconded by Councillor Emma Haynes
- 2. Declaration of Acceptance of Office by the Town Mayor**
- 3. Apologies for Absence**
- 4. Declarations of pecuniary or other interest in accordance with the Town Council's Code of Conduct, including requests for dispensation (if any)** *Dispensation requests must be received in writing by the Town Clerk prior to the meeting*
- 5. Address by the Town Mayor**  
in response to her re-election

**6. Appointments by the Town Mayor**

- a) Consort
- b) Chaplain
- c) Macebearers

**7. Election of Deputy Mayor**

Nomination of Councillor Patrick Clifford to be proposed by Councillor Alan Booth and seconded by Councillor Sue Amor

**8. Declaration of Acceptance of Office by the Deputy Mayor**

**9. Committee Minutes**

To receive the committee minutes and approve authorisation for recommendations where applicable:

- (a) Special Meeting of the Personnel Committee – 21 April 2021 (to follow)

**10. Adjournment**

The Council meeting will be adjourned until 6.30 pm, Monday 17 May 2020 for the consideration of business not completed (if any) and other business listed on a separate agenda.

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## EVESHAM TOWN COUNCIL

Minutes of the **EXTRAORDINARY** meeting of the **PERSONNEL COMMITTEE** held at 2.00pm on **WEDNESDAY 21 APRIL 2021** remotely via Zoom

Those present:

Chairman: Cllr Mrs F S Smith  
Vice-Chairman Cllr A P Booth

Councillors: Cllr Mrs S Amor (Mayor), Cllr P Clifford,  
Cllr A L Dyke, Cllr Mrs J Johnson,  
Cllr Mrs S Schaathun, Cllr N Tucker

Clerk: Mrs M Harris (Wychavon District Council)

Also present: Cllr R Hale

### **9. Apologies for absence**

There were no apologies for absence.

### **10. Declarations of Interest**

There were no declarations of interest made under this agenda item.

### **11. Town Clerk's notice**

The Chairman advised the Committee that the Town Clerk had accepted a new role as Town Clerk at the newly formed Northampton Town Council and, as such, the Clerk had requested to be allowed to leave earlier than the 3 month notice period as both he and Northampton Town Council would like the role to commence from 10 May 2021 to enable him to be in situ for the first meeting of the newly formed Council.

Members of the Personnel Committee were given the opportunity to comment on the request and it was agreed by Members that whilst they were not entirely happy with the Clerk not serving out his full notice period, they felt that they could not stand in his way. However they were keen to take him up on his offer of coming back for a few days to help out, in particular if the Council went down the route of appointing a locum Town Clerk in the interim period.

Following further deliberations it was **AGREED** that the Town Clerk's last working day should be the 7 May 2021 with holiday taken thereafter.

Discussions then took place in relation to the appointment of a locum Town Clerk. It was unanimously agreed that a locum clerk should be appointed in the interim period as it was noted that there were certain matters that could not be covered by other members of staff.

A vote was taken on the proposals to seek the appointment of a locum Town Clerk for 2 days a week which was supported by 4 members. A vote was then taken on the proposal to appoint a locum Town Clerk for 3 days a week which also received 4 votes. The Chairman then used her casting vote and it was **RESOLVED** that a locum Town Clerk should be sought for 3 days a week until the appointment of a permanent Town Clerk.

## **12 Town Clerk's Job Description and Person Specification**

*Job Description* - The Chairman explained that the job description and person specification as contained in the agenda pack was the information that the current Clerk was appointed on, together with the extra bits that the Town Clerk covered, however it was acknowledged that a lot of these could be discounted and covered under "any other duties".

Discussions took place about whether the post should be amended to appoint a Deputy Town Clerk as well, however it was felt that this was something that could be considered in the future and should not form part of the discussions that afternoon.

Points that needed to be made clearer in the job description included:-

- Should say that the Town Clerk oversees the work of the Almonry Heritage and Tourist Information Centre staff.
- Samuel Wallace Smedley Trust – the Town Clerk is responsible for clerking meetings of the Wallace House Trust Board.
- The information about the arrangements for Evesham in Bloom should be taken out.

*Person Specification* – in relation to the Certificate in Local Council Administration (CiLCA), the Chairman reminded the Committee that the current Town Clerk did not hold this when he joined the Council but did undertake to complete this within 12 months and therefore it was fair that this was offered to the replacement Town Clerk.

It was agreed that in bullet point 1 under other, the word "evening" should be taken out as not all meetings took place during the evening. It was also felt that bullet points 1 and 2 should be in the job description rather than the person specification.

Also in that section, it was agreed that the final bullet point should be amended to say "flexibility to work outside of normal hours for meetings, civic occasions, etc".

## **13. Recruitment Process**

The Chairman explained the process that took place when the current Town Clerk was appointed. She added that she had spoken to Wychavon District Council, given that the person who assisted in the recruitment process previously (on behalf of Worcestershire County Council) was now Head of Human Resources at Wychavon, and they, and Wychavon's Chief Executive, had agreed to support the recruitment process if required. It was noted that they had also agreed to run through the Job Description and Person Specification before it was finalised.

Members of the Committee **AGREED** that there should be HR support from Wychavon District Council during the recruitment process.

*Interview process* - In relation to the interviews it was suggested that there should be a maximum of 5 people on the interview panel.

A range of options for the interview day were discussed, including a formal interview, presentation and/or an assessment. Discussions also took place in relation to having candidates meet with staff and/or Town Council members in the morning, prior to the formal interviews in the afternoon.

Following discussions it was **AGREED** that the interview panel should consist of Councillor Mrs F S Smith, Chairman of the Personnel Committee, Councillor Mrs S Amor, Mayor of Evesham and Councillors A Booth, A L Dyke and Mrs S Schaathun. Cllr Mrs J. Johnson was happy to help with the meeting with Members and staff in the morning, if the logistics of holding such a meeting was able to take place if Covid restrictions were still in place.

*Advertising* – as per the report, the Committee **AGREED** that an advertisement should be placed with the Society of Local Council Clerks (SLCC), West Midlands Jobs website, the Town Council website and possibly LinkedIn and Indeed.

The Chairman advised that she would speak to HR at Wychavon for advice on advertising together with the proposed timeline. It was hoped that the suggested timeline could be followed:

- Advert to be placed by beginning of May 2021
- Deadline for applications 4 June 2021
- Shortlisting 7 June 2021 to arrive at 4 candidates to interview
- Interviews between the 14 and 17 June 2021.

It was agreed that expenses would be paid to successful candidates.

#### **14. Any other business**

Discussions took place on arrangements for marking the current Town Clerk's departure. It was **AGREED** that a leaving gift should be presented at the time of his departure and then hold a party/farewell celebration sometime during the summer.

The meeting closed at 15:18pm

COUNCILLOR MRS F S SMITH  
CHAIRMAN