

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

PERSONNEL ZOOM Meeting

MINUTES

Friday 30th October 2020 at 13.00

Present: Chairman Cllr Dyball, Cllr C Barnes, Cllr M Horwood, Cllr M Foster,
Cllr G Darrington

Also Present: Cllr J Griffiths, Cllr J Barnes, Cllr S Andrews, Cllr T Searles, Cllr J Domigan,
Cllr P Darrington

Officers: Mrs Toni Roast, Assistant Town Clerk

Public Participation

None

11077 APOLOGIES FOR ABSENCE

Cllr C Lee, Cllr J Tuckfield

11078 DECLARATIONS OF INTEREST

Assistant Town Clerk asked if she needed to make a declaration of interest due to agenda item 5 and was advised that this was not required.

EXCLUSION OF PRESS AND PUBLIC

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

RESOLVED – That the meeting should exclude press and public due to the confidential nature of the business to be transacted.

11079 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on the 9th October 2020.

APPROVED WITH AMENDMENT

11080 RESIGNATION OF CEO

Cllr L Dyball advised that the CEO had resigned on the 20th October 2020, which was accepted on the 21st October 2020 but due to a technical issue was sent again on the 22nd October 2020.

11081 APPOINTMENT OF INTERIM CEO

Cllr L Dyball advised that under the local government act we have to have an Interim CEO as we would be unable to operate without one. The Assistant Town Clerk has agreed to accept this role until the appointment of a new CEO, backdated to the 22nd October 2020.

APPROVED

11081 JOB DESCRIPTION FOR CEO POSITION

Cllr L Dyball outlined the job description for the CEO position. A discussion took place and alternative wording suggested.

APPROVED WITH AMENDMENT

11082 ADVERTISING OF CEO POSITION

Cllr L Dyball outlined the channels proposed for advertising. A discussion took place and advertising channels agreed.

AGREED

Date of next meeting – TBA

MEETING CLOSED AT 13.48

If you would like further information on any of the agenda items, please contact Mrs Toni Roast, on 01322 611663 or troast@swanleytowncouncil.gov.uk

Personnel Committee Members:

(Chair) Cllr Dyball, Cllr C Barnes, Cllr M Horwood, Cllr M Foster, Cllr G Darrington, Cllr C Lee.