

**Minutes of an Extraordinary Meeting of Holsworthy Town Council held on Wednesday, 17<sup>th</sup> March 2010  
in the Council Chambers**

**Present:** Cllrs R Brown, R Buckingham, R Kennedy, P Johns, M Heslip, R Latty, B Priddy, D Jose, M Barfett and E Squire.

**1773**

**APOLOGIES FOR ABSENCE**

Cllr. D. Smith

**1774**

**DECLARATION OF INTERESTS**

The Mayor requested that interests be declared as matters arose. Cllr Latty proposed that the meeting suspend Standing Orders. This was seconded by Cllr Priddy. (Vote 10 For. 0 Against).

Cllr Squire proposed that Cllr Buckingham take the Chair for the meeting to enable her to take Minutes as the assistant Town Clerk was not available. Cllr Latty seconded the proposal (Vote 10 For. 0 Against.)

**1775**

**TO DISCUSS A COURSE OF ACTION FOLLOWING A LETTER RECEIVED FROM THE TOWN CLERK**

After discussion, Cllr. Brown proposed that the Mayor write a formal letter to Mrs. Dalley accepting her resignation and expressing the regret of the Council. A press release to be sent to Holsworthy Post and North Devon Journal. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

**1776**

**CLOSE**

The Meeting closed at 7.45 p.m.

**Signature .....** **Date .....**

**Minutes of an Extraordinary Council Meeting Held in Committee on Wednesday, 17<sup>th</sup> March, 2010 at 7:00pm in the Council Chambers**

**Present:** Cllrs R Brown, R Buckingham, R Kennedy, P Johns, M Heslip, R Latty, B Priddy, D Jose, M Barfett and E Squire.

Cllr Latty proposed that the meeting suspend Standing Orders. This was seconded by Cllr Priddy. (Vote 10 For. 0 Against).

Cllr Squire proposed that Cllr Buckingham take the Chair for the meeting to enable her to take Minutes as the assistant Town Clerk was not available. Cllr Latty seconded the proposal (Vote 10 For. 0 Against.)

**1775**

**TO DISCUSS A COURSE OF ACTION FOLLOWING A LETTER RECEIVED FROM THE TOWN CLERK**

The Town Clerk's letter of resignation was considered. Cllr Latty said that the Clerk had cooperated all the time he had been a Councillor, however he felt the Mayor had no option but to inform the Council, as her employers, of her decision to apply for another post. He asked for his personal thanks be recorded for the work the Town Clerk has done.

Cllr Kennedy said that the Clerk had made many assumptions and drawn conclusions from those assumptions about what steps the Council were going to take. He emphasised that the Council was concerned with expenses only - no discussions had taken place and certainly no decisions had been made.

Cllr Brown agreed with Cllr Kennedy – nothing discussed on any matter – premature action on the Town Clerk's behalf. He too wished to record his thanks for her efforts.

Constructive Dismissal. It was felt the Town Clerk had no grounds to bring this claim. The only thing the Council might have considered was her salary as they had to look at overall expenditure. The salary could have decreased, but equally might well have increased when reviewed, as the Clerk had obtained her CiLCA – it could have gone either way. Cllr Kennedy said that he never found the Town Clerk anything but good at what she did but that the Council should ready itself for a possible claim.

Cllr. Brown proposed that the Mayor write a formal letter to Mrs Dalley accepting her resignation and expressing the regret of the Council. A press release to be sent to Holsworthy Post and North Devon Journal. Cllr. Squire seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against).

Qualified Clerk: a query whether a qualified Clerk should be replaced by another and whether, as the CiLCA course had been paid for by the Council, the fees should be repaid. It was decided not to pursue repayment and to take advice on a replacement qualified Town Clerk.

The question of Time Off in Lieu was discussed and it was agreed to accept the 18<sup>th</sup> March as the last day of employment – (notice should run to the 5<sup>th</sup> April 2010).

It was agreed that Cllrs Squire and Brown should see the Town Clerk on the last day of her employment to obtain passwords and user names for the computer system; broadband access, e-mail, web updating, payroll, and details of any other outstanding matters.

It was proposed that the next meeting of the Finance and General Purposes Committee the job description be updated and SWE be asked to review the salary scale. It was also suggested that SWE be asked to assist in writing a new Contract and a clause be included about leaving within 12 months if funding for courses had been provided by the Council.

The Mayor to speak to Mrs Fenner to see whether she would be prepared to take on the role of Town Clerk or alternatively whether she is happy to act as Temporary Town Clerk for the time being.

Cllr Latty and Cllr Heslip both offered to help the assistant Town Clerk during the interregnum.

Advertisement for post of Town Clerk: it was agreed that this should be discussed at the meeting of the full Council in May.

Mrs Dalley has indicated she wishes to lodge a formal complaint against comments made by Cllr Smith. The Mayor has spoken to the Market Manager who will provide a written statement. A second witness has declined to give a statement. This complaint will be passed to the Standards Board.

Cllr Latty wished it to be minuted that as a Council we disassociate ourselves from comments allegedly made by Cllr Smith but as a Council we are duty bound under the Code of Conduct to report the matter.

The meeting closed at 7.45 pm.

**Signature** ..... **Date** .....