



Shipley Town Council

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Dear Councillors Connors, Garside, Grady, Hickson, Khan, Longhorn,
Parkinson, Roberts, Robison, Spiers and Watson

You are hereby summoned to the
EXTRAORDINARY MEETING OF SHIPLEY TOWN COUNCIL
to be held at 7.00pm on Wednesday 27 January 2021

The meeting will be held remotely, 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*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, supplying access to the meeting by video link or telephone. A further electronic link and telephone number will be sent to your electronic mail address, supplying access to the consideration of confidential business (if so resolved).

Yours sincerely

Joe Ashton, Town Clerk, 22 January 2021
On behalf of Councillor Mike Connors, Chair of the Council

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Openness of Local Government Regulations 2014*.

Members of the press and public requiring to view, listen to or participate in the meeting should use the video link or telephone number provided on the Shipley Town Council website at <https://shipleytowncouncil.wordpress.com/meetings/>. Please note that public participation is restricted to the designated session for that purpose*.

A G E N D A

ITEM 1 – CHAIR OF THE COUNCIL

- 1.1 To receive the Chair's opening remarks

ITEM 2 – APOLOGIES FOR ABSENCE

- 2.1 To receive and note apologies for absence
- 2.2 To approve reasons for absence (if provided)

ITEM 3 – MEMBERS' INTERESTS

- 3.1 To receive disclosures of members' pecuniary and other interests
- 3.2 To agree dispensations for interests (if applicable)

ITEM 4 – PUBLIC PARTICIPATION*

- 4.1 To adjourn the meeting for a period of public participation (to be managed in accordance with the relevant adopted Standing Order or if suspended, at the discretion of the Chair of the Council)
- 4.2 To invite district councillors and other guests to address the Council

ITEM 5 – RECRUITMENT

- 5.1 To agree the creation of a new, permanent post of "administrative officer", to start from 1 April 2021, using up to £15,000 of the staffing budget for 2021/22 as agreed by Full Council on 17 December 2020
- 5.2 To confirm the delegations, as set out in the Scheme of Delegation, to the Management Committee and Staffing Subcommittee, of the arrangements for recruitment to the post of Administrative Officer
- 5.3 To confirm the requirement to appoint a permanent Clerk to the Council to start from 1 October 2021, using the staffing budget for 2021/22 (less the £15,000 at Item 5.2), as agreed by Full Council on 17 December 2020
- 5.4 To agree that a transitional period of up to one calendar month should be allowed for handover between the current and new Town Clerks, during which time the new postholder will be paid for hours worked up to full-time, with the exact arrangements to be determined by the Management Committee according to circumstances
- 5.5 To confirm the delegations, as set out in the Scheme of Delegation, to the Management Committee and Staffing Subcommittee, of the arrangements for recruitment to the post of Clerk to the Council
- 5.6 To agree a budget of up to £1,000, to be taken from the general reserve, for any costs incidental to the above recruitments and to delegate expenditure to the Town Clerk

ITEM 6 – CALENDAR OF MEETINGS

- 6.1 To note the date of the next ordinary full meeting of the Town Council (Thursday 25 March 2021 at 7.00pm)