



Kington Town Council

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Minutes of the Personnel Committee Meeting

held via video conferencing on 25th January 2021

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

Present

Cllr. E. Banks
Cllr. R. Banks
Cllr. M. Fitton
Cllr. R. MacCurrach
Cllr. E. Rolls
Cllr. R. Widdowson

In attendance

Liz Kelso - Clerk

Min Ref.	Agenda item	
Per 001-21	1	Apologies, Declarations of Interest and Requests for Dispensation There were no apologies, declarations of interest and no requests for dispensation.
Per 002-21	2	Minutes of the previous meeting The Minutes of the meeting held on 15 th November 2019 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 003-21	3	Exclusion of the public It was agreed that due to the confidential nature of the business of the next agenda item that members of the press and public be excluded in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3).
Per 004-21	4	Recruitment of Assistant Clerk/Green Spaces Administrator
	a)	To note resignation of Green Spaces Administrator Members noted, with regret, the resignation of the Green Spaces Administrator on personal grounds and discussed what support had been given and whether this could have been improved to support staff generally in such circumstances. After some discussion, it was agreed to regrettably accept the resignation and to thank her for all her support and help in the past year. It was further agreed that the end of her contract would be 31 st January and that the Clerk should write to thank her for all the support and hard work in such difficult times.

b) Recruitment of Assistant Clerk

Members reviewed the draft job description and person specification for the current vacancy and agreed the reformatting proposed by the Clerk as attached to these Minutes, given that acquisition of additional green space has not yet taken place. It was agreed that this be used as the basis for recruitment of a replacement for the Green Spaces Administrator. It was further agreed that subject to confirmation in Full Council that this vacancy be advertised on the website, social media and in local newspapers.

Per 005-21

5 Date and time of next meeting and items for the agenda

It was agreed that the next meeting take place on Monday 8th March 2021 at 4pm. The following items were raised for the next agenda:

- Staff appraisals & workload
- Staff recruitment
- Employee policies

Chair

Date: _____

Kington Town Council

Job Description Draft

Job Title:	Assistant Town Clerk/Green Spaces Administrator
Accountable To:	Town Clerk
Salary:	SCP 11 - £11.30 per hour currently
Nature of Contract:	Permanent
Full Time/Part Time:	Part Time – 10 hours per week at days/times to be agreed but will include attendance at evening meetings and may require weekend work occasionally

Overall Responsibilities

To provide administrative support for the Town Clerk and to deputise for the Town Clerk as and when required. This may require the provision of advice and guidance to the public and to Town Councillors, arranging, attending and servicing town council and committee meetings and general office duties

To be responsible for the day to day management of the Recreation Ground and other green spaces owned or managed by Kington Town Council/Kington Recreation Ground Trust.

Specific Responsibilities

1. To provide administrative support to the Town Clerk as may be required which may include attending and minuting meetings of the Town Council or any committee, sub committee or working group, maintaining Town Council records and supporting Councillors to carry out their functions.
2. To be the first point of contact for members of the public, hirers, contractors or others regarding the management or usage of the green spaces in accordance with Town Council/Recreation Ground Trust policies and procedures as may be agreed from time to time.
3. To manage the bookings for activities and events within the green spaces, including maintaining a diary of events, ensuring booking forms are completed and returned and checking insurance requirements, risk assessments or other documentation are provided as required.
4. To ensure decisions of the Trust and/or Management Group are carried out in relation to any green spaces, including overseeing the issuing of contract documentation, schemes of work etc as required

5. To ensure risk assessments are carried out for any activity within the green spaces and actions identified to minimise risks to the public, staff or contractors are complied with. To ensure regular visual inspection of play equipment is carried out and documented and the annual play inspection takes place.
6. To provide administrative support to the Recreation Ground Management Group and any sub committees or working parties of that group, including agreeing, in conjunction with the Chair of the Management Group and the Town Clerk, agendas for meetings, attending those meetings and drawing up notes or Minutes of meetings as required. To ensure that where necessary, matters are referred to the Trust or Town Council for consideration.
7. To undertake additional duties as required, commensurate with the level of the role.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post-holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and experience	GCSE passes in English and Maths Experience of servicing meetings, including issuing notices, agendas and taking minutes	Business administration qualification such as BTEC or NVQ Experience of contract management Health and safety experience/qualification Experience of staff management
Knowledge & expertise	Previous experience of an administrative role	Knowledge of local government procedures and processes Knowledge or understanding of the management of green spaces Interest in ecology and the management of urban green spaces
Information Technology	Good working knowledge of the use of Microsoft Office and in particular Word and Excel	Experience of the management of websites and social media channels
Competencies & communication	Good communications skills Well organised Ability to work effectively in a team or on your own Ability to communicate with all sectors of the community with diplomacy and in the best interests of the Trust and Town Council.	
Other	Able to attend evening meetings (currently held remotely) A willingness to undertake further training in connection with the role	