

PRESCOT TOWN COUNCIL

A meeting of the **FINANCE, POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY 27th OCTOBER 2021** in the **PRESCOT TOWN HALL**, commencing at **5.30 P.M.**

ELECTED MEMBERS PRESENT

Councillors M. Burke, T. Large, I. Smith, C. Krelle, T. Smith, T. Murray, J. Burke and G. Wickens

ALSO IN ATTENDANCE

L. Sephton (Acting Town Clerk)
L. Johnson (Administration Officer)
Mr D Wilson

24. TO RECEIVE APOLOGIES

Apologies were received from Cllr L. Rigby.

25. DECLARATION OF INTEREST

There were no declarations of interest received.

26. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Finance, Policy and Human Resources Committee held on 16th September 2021 be agreed as a true and accurate record of the business transacted and signed by Cllr Wickens.

Standing orders were suspended and Items 7 and 8 on the agenda were brought forward as the next items for discussion.

27. APPOINTMENT OF SPECIALIST EXTERNAL CONSULTANT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations being:

Using the powers granted under section 112 (1) of the Local Government Act 1972 members:

- Approve the appointment of the proposed consultant at no cost to the Council until a new Town Clerk is appointed.

The committee would also like to seek advice from Knowsley Human Resources on the insurance of the Town Council in relation to the consultant carrying out work for the Town Council.



28. TOWN CLERK RECRUITMENT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations being:

Using the powers granted under section 112(1) of the Local Government Act 1972 members:

- Approve the proposed job advertising process detailed in appendix 3 to this report together with the associated job description and person specification as provided in appendix 1 and job advert at appendix 4.
- Approve which advertising publications to utilise and the related costs at 6.1 – members agreed to advertise with the SLCC and NALC.

And

- Instruct the Acting Town Clerk to begin the recruitment process with immediate effect for this post of Town Clerk.

It was **RESOLVED** to **APPROVE** the recommendations being:

- Amend the salary scale to LC3 37-45 and to seek advice from Knowsley Human Resources and LALC on the salary scale.

It was **UNANIMOUSLY RESOLVED** to **DEFER** the following recommendations until a later date with those being:

- Approve the elected members who will be part of the shortlisting/interview panel.
- Approve the presentation question and list of interview questions as detailed in appendix 5 of this report.

29. MONTHLY BUDGET MONITORING STATEMENT

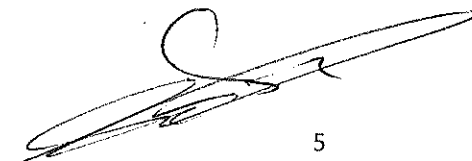
It was **UNANIMOUSLY RESOLVED** to **APPROVE** the budget monitoring statement up to the 30th September 2021.

30. ORDERS AND PAYMENT AUTHORISATION

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the payment list.

31. FACILITIES BOOKINGS

The Acting Town Clerk provided members with the quarterly list of facility bookings and the current income as at 31st March 2022.

A handwritten signature in black ink, appearing to be a stylized 'S' or 'J' followed by a long horizontal stroke.

21. EXTERNAL AUDIT REPORT

It was **UNANIMOUSLY RESOLVED** to **NOTE** the recommendations being:

- Members are asked to consider the external audit report attached as appendix 1 and accept the findings.

The meeting closed at 7.03 p.m.

Dated: 15th December 2021

Signed:.....
(Cllr G Wickens – Chair of Finance, Policy
and Human Resources Committee)

