

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Town Clerk / RFO Sub-Committee Meeting held on Tuesday, 12 December 2017 at 7.00 pm in The Town Hall, Marygate, Berwick-upon-Tweed.**

### **PRESENT:**

G Roughead

R Bruce

A Forbes

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk

3 members of the public

**TR001/17**

#### **1. ELECTION OF CHAIR**

**RESOLVED:** That Councillor G Roughead be appointed Chair of the Town Clerk / RFO Sub-Committee for the year 2017/2018.

Councillor G Roughead, having taken the Chair for Item 1 in his role as Town Mayor, took the Chair for the remainder of the meeting.

**TR002/17**

#### **2. OPEN SESSION**

There were no contributions from the public during the open session.

**TR003/17**

#### **3. TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE**

It was **RESOLVED** to note the Terms of Reference and Membership of the Town Clerk / RFO Sub-Committee at Appendix A of these minutes.

**TR004/17**

#### **4. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**TR005/17**

#### **5. MINUTES**

There were no minutes to be approved as this was the first formal sub-committee meeting of the council year.

**TR006/17 6. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**TR007/17 7. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**The committee passed a resolution under the Public Bodies (Admission to Meetings) Act 1960 excluding the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position with relation to legally confidential matters.**

At this point the Public withdrew.

**TR008/17 8. COMPLAINT FROM A LOCAL RESIDENT**

Members considered a confidential report regarding a complaint against the Town Clerk. It was **RESOLVED** that the complaint was not upheld.

**TR009/17 9. PROBATIONARY REVIEW - TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER**

It was **RESOLVED** to defer this item to the meeting of full Council to be held on Monday, 18 December 2017.

**TR010/17 10. DATE OF NEXT MEETING**

To be confirmed.

**Terms of Reference**

That line management be given its ordinary meaning, and that members may consider any issues germane to the performance of the Town Clerk's duties under the existing contract of employment.

**Membership of Committee**

The line management committee for the Town Clerk (Town Clerk / RFO Sub-Committee) would be comprised of the Chair and Vice-Chair of the Budget and Administration Committee, and the Mayor.

DRAFT