

**MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD
VIRTUALLY VIA ZOOM AND STREAMED ON YOUTUBE ON THURSDAY,
18 JUNE 2020 AT 6.10PM**

Present: Cllr. R. Phipps – Town Mayor
Cllr. P. Williams – Deputy Town Mayor
Cllr. R. Ash
Cllr. J. Atkins
Cllr. A. Henderson
Cllr. J. Orme (*joined the meeting late due to connectivity issues*)
Cllr. I. Palmer
Cllr. E.S. Russell

In attendance: Ms. T. Higgs – Town Clerk (*left after minute no. 27*)
Member of the Public (*left after minute no. 27*)

COUNCIL NOT IN FORMAL SESSION

Questions and Statements Public Time

There were none.

COUNCIL IN FORMAL SESSION – PART 1

22. USE OF MOBILE PHONES

In accordance with Minute 30, mobile phones be limited to personal use only (in case of emergencies) and in which case the Councillor is to leave the room to respond. Mobile phones are to be switched to silent during the meeting to avoid disruption.

23. THE FREEDOM OF INFORMATION ACT 2000

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

24. APOLOGIES FOR ABSENCE

Cllr. D. Matthews

25. DECLARATIONS OF INTEREST AND CONSIDER REQUESTS FOR DISPENSATION(S)

Members are reminded that they are to declare any interest in the items to be transacted and that the timescale to alter stated interests with the Districts Monitoring Officer is 28 days.

Under the Code of Conduct, Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with 'other' interest must apply the tests as set out in the Code of conduct as to whether or not there are circumstances that might enable them to remain.

A request for a dispensation is to be made to the Town Clerk, no less than 5 working days before Council meetings. The Council may grant a member(s) a dispensation(s) to participate in a discussion and vote on a matter at a meeting even if he/she has an interest.

There were no declarations of interest or requests for dispensation.

26. TOWN CLERK'S REPORT

The Town Clerk reminded Councillors about the Full Council meeting on 23 June 2020 and that the Annual Governance and Accountability Return is being presented and if any Councillor wants any help with the understanding of the AGAR then to contact the Clerk's office.

27. BUSINESS (IF ANY) ESPECIALLY BROUGHT FORWARD BY THE MAYOR

There was none.

28. PART II

The Mayor read the Part II statement below and it was unanimously agreed.

- a. To move that in view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council it is in the public interest that they be temporarily excluded and they are instructed to withdraw in accordance with Standing Order 1 d.

The Town Clerk and member of the public removed themselves from the meeting prior to the next item being discussed.

- i. To approve the recruitment of a Town Clerk as per the recommendations in the report as presented.**

Recommendations below:

- a)** approves the job description, person specification and salary grade
- b)** approves the number of hours the Clerk to be contracted to work
- c)** approves the recruitment process as presented
- d)** approves the composition of the interview selection panel
- e)** approves the engagement of South West Councils to assist with the recruitment process as presented in the report and to approve the allocation of funds (HR budget £5,000 allocation 2020-2021).

Councillors unanimously approved the recruitment of the Town Clerk as per the report presented and the recommendations as made in the report and shown above. The non-HR member to sit on the interview panel is to be confirmed.

29. DATA PROTECTION ACT 2018

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

The meeting closed at 6.45pm.

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**COUNCILLOR R PHIPPS
TOWN MAYOR**

Bitton House, Teignmouth
19 June 2020