

Report to Clare Town Council: Resignation of the Clerk

Meeting date: 20th December 2018

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We received Julia Burge's resignation from her post of Town Clerk on the 4th December. Her last day of service will be 30th December 2018.

Her resignation letter is attached to this report.

Temporary Arrangements

Given the reasons for Julia's resignation it is suggested that the Council does not try to recruit permanently to the position of Town Clerk until May 2019 when a new Council is in place. Attempting to recruit at this time is likely to be unsuccessful given the reputation Clare is gaining in the world of local government administration.

I have approached Jayne Cole of the Local Council Public Advisory Service and asked her to put together a package of support for us.

This will include Jayne acting as Clare Town Clerk on a temporary basis. She has indicated that she will be able to devote one day a week to Clare until May and will be able to clerk the Town Council meetings.

These temporary arrangements will come at a cost. I have included estimates of those costs later in this report.

Permanent Solution

After the May elections, it is recommended that the new Council recruits a permanent clerk as soon as possible. Jayne Cole has offered to be involved in the selection process.

Costings

LCPAS services are £25 per hour. 1 day per week at 7 hours equates to £175 per week, 23 weeks until the end of May 2019 equates to a cost of £4,025. As we are contracting with a company there will be no on costs.

Clerking a Town Council Meeting at 3 hrs per meeting including writing up of minutes equates to £75 which will cost £450.

Admin. cover to keep the office open a third half day per week and to support our temporary clerk at SCP 4 (£11.44 including on costs) for 4 additional hours per week equals £1,053 until the end of May.

Additional hours for the RFO to cover cemetery management that was previously undertaken by the Clerk and to cover the office for one day per week is estimated to

be 10 hours per month which totals £647.00 (no additional on costs) until the end of May.

Total cost of the temporary arrangement will be in the region of **£6,175**.

Some of the cost will be offset by the saving on the clerk's salary which is currently £13.45 per hour for 60 hours per month. This equates to £857.38 per month including on costs. During the period to the end of May we will save £4,286.90 which will mean a net cost to the Council of **£1,888** resulting from the resignation of the Clerk.

Recommendation

- That the Council enter into a contract with LCPAS to provide temporary clerking cover for Clare until the end of May 2019 on the terms described above.
- That the clerk along with the Chair of the Town Council recruits temporary admin. cover until the end of May 2019 on the terms described above.
- That the RFO's hours are to be increased by 10 hours per month until the end of May 2019.
- That the Council resolves to recruit a new clerk after the May 2019 Town Council elections.
- A formal letter of thanks is sent to Julia Burge thanking her for her work for the Town Council, expressing the Council's regret that she felt she had to resign and reassuring her that her grievance will be fully investigated.

END