

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 20th September 2016

PRESENT

Councillor L Blackhall	Mayor
Councillor Mrs Rossiter	
Councillor Dr P Easy	
Councillor Mrs Durham	
Councillor Mrs Thomas	
Councillor T Hallett	
Councillor P Rapi	
Councillor Mrs Brown	
Councillor W Rossiter	
Councillor Mrs Williams	

IN ATTENDANCE:

Mr A. Davies	Clerk to the Council/Financial Officer
Mrs L Hensman	Assistant Clerk

The Mayor commenced the meeting by asking councillors to be mindful of the protocol to request to speak on any matter by going through the chair who would in turn grant permission to address council.

170. APOLOGIES

Apologies received from Councillor B James.

171. DISCLOSURE OF PERSONAL INTERESTS

Councillor Mrs Williams declared a personal and prejudicial interest in the additional planning application NP/16/0477/FUL. Councillor Dr Easy declared a personal interest in Item 10.

172. ITEMS TO PRESS

Proposed by Councillor Hallett, seconded by Councillor Mrs Rossiter.

Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.

173. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council held 6th September 2016 be confirmed and signed as accurate.

174. MATTERS ARISING

148 (126, 106, 86, 43, 19, 428, 417 and 378) – Tenby Town Walls

Councillor Hallett asked if there was any update in relation to the work required on the Town Walls. The Clerk reported discussion and planning was in progress.

153b. Mr Ben Blake PCC (via e-mail) – Culver Park and South Cliff Street trial parking scheme.

Councillor Mrs Rossiter declared an interest and took no part in any discussions on the following item.

The Clerk reported he had received an e-mail from Mr Dickinson a resident of Culver Park asking for TTC views on the residents parking scheme trial and the June 2013 survey carried out by PCC. He felt following reading the PCC Cabinet Report from 30th September 2015 that a specific County Councillor was driving the town response. Therefore, he wanted to hear TTC views who should be reflecting the views of the local residents. The Clerk read out the e-mail in full which highlighted several point with one being the 2013 survey showed 46% of residents were against visitors' permits.

The Clerk commented that TTC had sent several letters questioning the merits of visitor permits over the years.

The Mayor said if it was the wish of councillors he would discuss the matters raised in the e-mail with County Councillor Evans and forward the e-mail to Mr B Blake, PCC for his information, whilst reviewing residents parking in Tenby.

Councillor Mrs Durham felt PCC should also be consulting with residents who live within the Town Walls and have no option for residents parking bays near their properties.

The Mayor said Councillor Evans was mindful of the parking problems residents within the town walls were experiencing. He along with Mr Blake are looking at various options that could be considered for these residents, to ensure a fair parking system for as much of Tenby as possible.

The Clerk added that Councillor Evans reported he had been made aware by residents that on the whole the trial residents parking scheme in Culver Park had worked, whereas in South Cliff Street problems had occurred and been reported. Therefore, he had proposed a second trial scheme for South Cliff Street be carried out on similar lines to Culver Park, with a consultation period at the end. Mr Blake hoped to eventually develop a County wide parking scheme for all residents.

Councillor Mrs Rossiter re-joined the meeting.

153e. Chris Payne, PCC – Consultation on proposals to deliver Leisure, Cultural and Tourism Services in a different way.

Councillor Mrs Brown asked if the Clerk collated and submitted a TTC response on the Leisure, Cultural and Tourism Services Consultation. The Clerk said he had sent a response on behalf of TTC reflecting councillors' views.

The Mayor said he had met over the weekend with PCC representatives and spoke at length on TTC views in relation to Leisure and Tourism facilities in Tenby. He added that they agreed there was a need for a proper role for facility user groups and took other important issues on board.

The Clerk said he was aware the deadline for the consultation response had been extended to allow residents the opportunity to respond.

Councillor Mrs Brown said TTC would still like to meet with the Tourism Officer from PCC and could TTC write again and invite him to a council meeting. The Clerk said following the last invitation Mr Alan Turner declined the request to meet with TTC to discuss tourism in Pembrokeshire.

Councillors unanimously expressed disappointment at the refusal to meet with TTC.

Proposed by Councillor Mrs Brown, seconded by Councillor Rapi and

Resolved that TTC write again and invite Mr A Turner, Tourism Officer, PCC, to a council meeting to discuss the new proposals outlined in the recent consultation document.

153f. Cllr. Michael Williams (via e-mail) – Copy of e-mail to Mr Nathan Miles, PCC’s Noise Pollution Officer Mr Miles’ response.

Councillor Mrs Brown asked if any response had been received from Mr Miles following TTC request to be included in any discussions in a meeting with County Councillor Williams relating to anti-social behavior issues in Tenby. The Clerk said that Mr Miles had copied him into an e-mail to Councillor Williams again suggesting a meeting at which TTC would like to attend.

156 – Councillors on Outside Bodies – Greenhill School

The Clerk reported he had sent a letter congratulating Greenhill School on their recent examination results. Mrs Kingston, Headteacher at Greenhill School responded by thanking councilors for their support and that she had passed the information onto the teaching staff as they were also very proud of the excellent examination results across all levels.

159 – Street Trading

Councillor Mrs Thomas asked if TTC could request the assistance of local Assembly Members to help with finding a way to address Street Trading issues as it may be a legal issue. She felt perhaps Tenby could work with the Cornish Towns contacted recently on similar Service Provider issues.

The Mayor said he had given thought to organizing an event to invite other towns with concerns to discuss problems and work together on a solution. He was mindful of the fact Wales is governed by the Welsh Assembly on some matters; however, he was happy to write to other towns in England and AMs to commence discussions and collective working together to create a possible solution to Street Trading and Service Provider issues. It was

Resolved that the Mayor write to local AMs and other towns to commence discussion and try to collectively create a possible solution to Street Trading and Service Provider issues.

Councillor Hallett asked if there was anyway TTC could update the present Bye-Laws to make them more relevant to today's living.

The Clerk said unfortunately there is no by-law relating to Service Providers on the streets.

Councillor Mrs Brown reported she had been approached by some local ladies who asked if TTC could report these traders to the Inland Revenue to see if they are actually paying any tax etc.

162 MIU Update

Councillor Mrs Thomas reported she had attended the SEPCHN meeting today where firstly they thanked TTC for their letter of support for the work they carry out, it was very much appreciated.

Mr J Teep, Deputy Chief Executive, Hywel Dda had been invited and accepted the invitation to speak at the meeting; however, he sent an e-mail the day before stating that due to a change in circumstances he was now unable to attend.

Mrs Sue Lewis Hywel Dda, did attend and explained her Business Plan for the MIU was being prepared and she was confident the Health Board would accept it. The unit would be manned by experienced nurses who could prescribe and refer patients to the appropriate services as needed.

In addition, she highlighted a Care and Support Network in Solva and suggested a small team visit the area to view the service.

No more news about a NHS Dental Practice in Tenby was available; however, an Ophthalmology service would be commencing in Pembroke Dock shortly.

Withybush General Hospital will be commencing a Pediatric, 12 hour day service on Ward 14.

The next SEPCHN meeting will be in January where it was hoped Mr Teep, Deputy Chief Executive, Hywel Dda, will attend.

Councillor Mrs Thomas then gave her apologies and left the chamber.

160 - Housing

The Clerk reported he had received a response from Mrs E Brock, Pembrokeshire Housing Association. She accepted TTC invitation to come and discuss affordable housing in Tenby at the next meeting on 4th October 2016.

Councillor Mrs Brown hoped Mrs Brock would be able to discuss the affordable housing element of the proposed Brynhir development.

175. **PLANNING APPLICATIONS**

a. NP/16/0476/OBS – Removal of public payphones – various sites within the National Park

The Clerk explained PCNPA had been asked by BT for observations and removal considerations on 36 public telephones. Two of these telephones are situated in Tenby, one in Heywood Lane and the second in Knowling Mead, which they required TTC views on.

Councillor Hallett said everyone does not have a mobile phone and sometimes the signal for mobiles is extremely poor.

Councillor Mrs Brown reported the railway station phone had been removed due to continued vandalism. However, she did agree with her fellow councillor that some people do still need public telephones.

Councillor W Rossiter was aware of a local needing the use of a public telephone,

Councillor Rapi felt the Heywood Lane telephone should remain for emergency use as it is situated next to three schools.

Councillor Mrs Durham felt the Knowling Mead telephone was often broken which would result in the reduced usage.

Following discussion of the application, it was proposed by Councillor Rapi, seconded by Councillor Mrs Durham and resolved to

Recommend that TCC felt the Heywood Lane public telephone should remain in situ for emergency purposes as it is in close proximity to three schools. In relation to the Knowling Mead public telephone councillors said they were made aware it is not always operational; therefore the usage statistics may not be accurate and therefore a further assessment may need to be made.

The Clerk reported he had received two additional planning requests and asked if it was the wish of councillors to take them at this meeting.

Proposed by Councillor Hallett, seconded by Councillor Mrs Rossiter and

Resolved that TTC take the additional planning applications NP/16/0477/FUL and PA/16/0142 at this meeting.

NP/16/0477/FUL – Mr Kim Beynon, Celvac Ltd., The Salterns, Tenby – change of use of land including former municipal centre for use as parking and storage area in association with the adjoining Celvac site. Replacement and alterations of existing boundary fencing on former municipal recycling centre with blue palisade metal fencing to match existing around Celvac site – The Salterns, Tenby.

Councillor Mrs Williams declared an interest and left the chamber.

Councillor Rapi said the plan for this company to use this area of land had been talked about for many years and is welcomed for the expansion of a business within Tenby.

Councillor Hallett proposed approval as it will improve the use of the land and allow expansion of an existing business, seconded by Councillor Rapi.

RECOMMEND

Approval as it will improve the use of the land and allow expansion of an existing business.

Councillor Mrs Williams re-joined the meeting.

PA/16/0142 – Leisureplex Ltd., Alfa Building, East Terrace, Euxton Lane, Chorley – Proposed four storey extension and new vehicular access – Cliffe Norton Hotel, 10 the Norton, Tenby.

The Clerk explained the Welsh Government were encouraging pre-application reviews on large developments with affected councils as well as planning authorities. This is seen to help speed up the planning process as concerns can be highlighted and addressed prior to applications being made.. Therefore, this application requires expression of any concerns that could be considered by the applicant.

Councillors welcomed the new initiative that would expand the business and discussed the planning proposal in detail as it is situated within the conservation area. It was

RECOMMEND

Following discussion Councillors comments were supportive of the expansion to the existing listed building within the guidelines; however they felt a traffic survey would be advisable due to the planned vehicular entrance being in close proximity to the Croft/Norton junction and a pedestrian crossing. In addition councillors expressed they would be happy to view the rear of the building to ensure sympathetic attention is maintained to the Grade II listed building, prior to full plan submission.

176. CORRESPONDENCE

a. PCC – Amended Code of Conduct

The Clerk reported although Councillors adopted the Code of Conduct in March 2016, there are a two legal points that need to be addressed.

- Councils must ‘publish in one or more newspapers circulating in the area a notice which states that the Council has adopted a revised code of conduct which states that copies of the revised code are available at an office of the authority for inspection by members of the public at such times as may be specified in the notice and specifies the address of that office.’
- Send a copy of the revised code to the Public Services Ombudsman for Wales.

Mrs C Jones, Monitoring Officer, PCC has offered to firstly place the compulsory advert in the press for all Town and Community councils for a one off fee of £30. Secondly she will make contact with the Ombudsman to confirm we have made the amendments on our behalf.

Proposed by Councillor Hallett, seconded by Councillor Mrs Rossiter and

Resolved that TTC accept Mrs. Jones's offer to undertake the legal requirements on their behalf and to pay £30 to PCC in order to be fully compliant with Section 51 of the Local Government Act 2000.

b. Mrs Ruttle (via e-mail) – Dog fouling in Tenby

The Mayor asked councillors to take 7f letter relating to the same subject at the same time.

Councillors discussed the degree of dog fouling in town and had a difference of opinion on the severity this year.

Councillor Mrs Brown felt TTC should write and apologise to Mrs Ruttle and explain Council is working hard to address the issue; however presently there is nobody but themselves to police the offenders. Therefore TTC need to re-open discussions with PCC to try and include policing of dog fouling into the Enforcement Officers role. She praised PCC for their signage on dog fouling this year at strategic beach access sites.

The Clerk said he was aware one CEO was had powers to deal with dogs on beaches however some of the offenders walking onto dog prohibited beaches were doing so because they were walking at the tide line from South Beach and no signage could be sited at water's edge.

Councillors praised the RNLI lifeguards for their continued support in informing dog owners of the dog ban restrictions on specific beaches. It was

Resolved that TTC write a letter of apology to Mr Ruttle and in addition outline the work TTC is continually doing to address this matter.

c. Eluned Morgan AM – Community and Economic Development Survey

The Clerk explained he has a full copy of the Community and Economic Development Survey which requires a broad overview of the facilities available in Tenby.

Proposed by Councillor Hallett, seconded by Councillor Mrs Rossiter and

Resolved that the Mayor and the Clerk complete the survey and submit it on behalf of TTC.

d. Boundary Commission for Wales – The 2018 Review of Parliamentary Constituencies in Wales – Initial Proposals

The Mayor reported the Boundary Commission proposal is available on line and the Clerk stated he had a copy available in the office for Councillors to view.

Councillors Rapi pointed out that the top end of Pembrokeshire was not included in this proposal. The area being left out included the area containing Newport, Fishguard and Goodwick.

Councillors discussed the area that will be moved into the next boundary along the north of our present county.

The Mayor said councils have a 12 week deadline to respond; therefore he requested Councillors view the documentation and the Clerk reschedule the agenda item in two meetings time for re discussion. It was

Resolved that Councillors view the Boundary Commission documentation and the Clerk re-schedule the agenda item for the 18th October 2016 meeting.

e. PCC – Pembrokeshire Wellbeing Survey

The Clerk explained the Wellbeing Survey was not specifically for Council to formally respond. However it is for individuals to respond so a gauge of public feeling can be assessed. It was

Resolved that the information be noted.

f. Mr Wayne Wilkins (via e-mail) - Beaches

Discussed earlier in conjunction with Item 7b.

177. REPORTS BY COUNCILLORS ON OUTSIDE BODIES

Councillor Mrs Brown reported on behalf of the De Valence Trust. The past two weeks had been very busy with two excellent events being staged in the main hall. Firstly the Roald Dahl Festival organised by the Eastend Flyover Company spent many hours making set, costumes and rehearsing. They were an extremely hard working and friendly group who put on the special weekend. The Friday evening was totally held in the De Valence due to the weather and it was a magical entertaining evening with acting, a choir, music and young people making dream catchers. It was enjoyed by many people and she extended her praise for the high level of effort they all put in.

Secondly the hall expected to host some part of the Ironman weekend event; however they used the hall for competitor briefings, volunteer briefings and the awards ceremony. The hall was full with 500 competitors at many of their sessions and it was amazing to see the variety of uses the function hall can accommodate. The Ironman crews were extremely polite and adapted to the team working environment exceptionally well. It was a terrific fortnight use of the facilities within our town.

She continued explaining there would be workmen present in the De Valence building over the next few weeks as the lighting system is going to be renewed with a more effective and efficient LED system. The profits from the users of the building are being ploughed back in to improve the facility further. Following this work the stage lighting will also be replaced to make an eco

energy saving cost as well for the facility.

The Mayor added these were exciting times for the De Valence and it has shown the versatility and the need for a multi functioning hall in our town. The positive feedback from users of the building is valuable and very important for the future development of the building.

Councillor Mrs Rossiter said all the work in the De Valence would not be without the voluntary work of Councillor Brown, Councillor Blackhall, the Town Clerk, local volunteers and staff. The Councillors work tirelessly for the facility and needed to be commended and recognised for their work.

Councillor Hallett reported he attended the Roald Dahl Event which was professionally produced and well received by the town. He also was present in town for the Ironman weekend and met many people taking part who requested for Ironman Wales to be kept in Tenby.

The Mayor said he too had attended the Roald Dahl Event and a coffee morning at the Hospital Day Centre. For the Ironman weekend he had the privilege of being part of the Iron Kids on the Saturday where 1000 young people took part in the sell-out event. He marvelled at the young people's aspirations to achieve greater heights in the future. Three Welsh Rugby players, Ryan Jones, Ian Gough and Shane Williams were present to support the young people (prior to taking part in the Ironman event themselves the following day) which was amazing to be part of.

He continued expressing that Ironman started on the Sunday with high emotions with the athletes on the beach, and spectators everywhere for an amazing sunrise, whilst singing the Welsh National Anthem. Local support for the event was brilliant as ever and by the time he was greeting the amazing Ironman finishers on the red carpet, ways of expressing how amazing the competitors are and the event is for the town had all been said many times over. He felt very humbled to greet the athletes and summed it up by saying Tenby loves Ironman as much as Ironman loves coming to Tenby. Tenby is a beautiful community and Ironman Wales has made Tenby its natural home.

He could not finish without paying tribute to Pembrokeshire County Council team who work very hard at making the event a success, and hopefully for it to continue to be successful for many years to come. It works well be the great effort put in by so many PCC Officers, the liaison with the town and community councillors and the work force who do the work on the ground.

The Mayor said Chairman of PCC, Councillor T Brinsden stood on the finish line with him and they shared the day greeting every athlete as they completed the course.

178. MEDIA ITEMS

The Mayor reported he was aware a film crew had been present on the harbor making a program about 'Working life of the harbour'. He would confirm the broadcasting times but he was aware it was planned for mid-October.

179. BRYNHIR

The Clerk reported following his letter to Mr I Westley, Chief Executive, PCC, an update on the Brynhir Development had been received from Dr S Jones, Director of Development, PCC. The response stated the situation was unchanged at present as PCC are still in negotiations with the agent and developers. Therefore no further comments could be made at this time, however PCC Officers will keep TTC informed of any further discussion developments.

180. VOLUNTEERING IN TENBY

The Mayor said most organisations are reliant on volunteers and sadly numbers of volunteers are declining. He explained he would like to organise an event to highlight voluntary services.

The event would cover:

- Current Opportunities
- Promotion
- Recruiting
- A Data-Base of Volunteer skills

His next step in the plan is to liaise with PAVS then publicise the event with the proposed heading, 'Time for Tenby'.

Councillor Mrs Brown asked if the Sea Cadets had received any response following the highlighting of their volunteer needs at this time. The clerk reported he was aware several past cadets who now had their own families had come forward to offer their help.

She said this proves the Mayor is right if people are not made aware no one will come forward. Her own experience of De Valence volunteers has shown her when people volunteer they get involved and increase involvement and utilise their skills to the advantage of the organisation.

181. SOUTH BEACH DEVELOPMENT AFFORDABLE HOUSING PROVISION

The Clerk reported he had received an e-mail from Mrs Gibson, PCNPA who outlined that the affordable housing element on the South Beach Development is on completion of the sale of the flats and not on completion of the build.

The Mayor expressed concern relating to this ruling as a development might never sell all the properties; therefore then the affordable housing element would not materialize. He felt TTC should now be more aware and vigilant and say it is not acceptable to attach a condition to have to wait for all properties to be sold before the affordable element can be built or developed.

182. NARBERTH ROAD RAILWAY BRIDGE

Councillor Hallett said he had viewed the Narberth Road Railway Bridge and noted the vegetation has been cut back; however there is loose masonry and the concern needs to be kept active until solved.

The Clerk said he had e-mailed Mr Darren Thomas, PCC, who stated only the carriageway was county's responsibility. Therefore he had contacted Network Rail to outline the concerns expressed by TTC and copied Mr M Owen, PCC into the e-mail. Mr Marc Owen responded on sight of the e-mail and has action a county inspector to chase up the matter of concern.

Councillor Mrs Brown noted a meeting had recently taken place at the Railway Station with workers walking the line. She hoped this was in relation to the concerns expressed by TTC about the bridge.

183. TREES – NARBERTH ROAD, ST TEILO'S SCHOOL, BELL'S CORNER, SOUTH PARADE

Councillors Mrs Rossiter said she was aware the South Parade tree concerns were in hand and the work was expected to be carried out in October 2016.

However she had concerns relating to other trees in the area. These were:

- Narberth Road where the trees are obscuring the sensors on the street lights and they are not coming on. Therefore trimming is required.
- St Teilo's School field backing onto St John's Hill where the trees are overhanging the carriageway and reducing the light into the adjacent houses.
- Bells Corner. The trees are meeting in the middle of the carriageway and she was aware of an incident where a high sided vehicle hit the tree branches causing one to fall on the vehicle traveling behind the lorry. As a matter of danger she felt all issues needed to be reported. It was

Resolved that the Clerk contact Marc Owen PCC in relation to the issues raised about the trees on Narberth Road, Bells Corner and St John's Hill.

184. SIGNS

Postponed to the next meeting as Councillor Mrs Lane was not in attendance.

185. FINANCIAL OFFICER/CLERK'S ITEMS

a. EC16/0106 – Unauthorised illumination sign, 10, High Street, Tenby

The Clerk reported a local property had breached the Town and Country Planning Act, 1990 and PCNPA had referred the matter to the Enforcement Officer who returned from annual leave this

week. Enforcement issues are investigated and dealt within a 12 week period.

The Mayor felt 12 weeks to deal with an enforcement issue was an unacceptable time span and once the application had been refused and the property breached the law, a visit should take place to ensure the internally illuminated signage is turned off and a suitable planning application submitted for a suitable lighting system within a conservation area.

Councillor W Rossiter said if enforcement is not rigorous people will do what they like, especially during the summer when population of the area is increased.

The Mayor felt rigorous enforcement needs to be established to prevent larger companies and some individuals taking advantage of the system.

b. Wales in Bloom 2016 report

The Clerk reported Councillor Mrs Lane recently attended the Wales in Bloom presentations in Prestatyn, North Wales. The result this year was 1st in the coastal category of up to 12,000; however we achieved Silver Gilt, missing out on the Gold award yet again. He said we received good and bad points on the report which was available for anyone to view.

Councillor W Rossiter asked for a copy of the results to be included on the agenda for all councillors to see.

c. Mayor's Sunday Service Reminder

The Clerk reminded councillors of the Mayor's Service on Sunday 25th September at 10am in St Mary's Church. All councillors to be at the De Valence at 9.15am to meet dignitaries and prepare for the march to Church led by the Haverfordwest ATC Band.

186. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday 4th October 2016 at 7.00pm, where Mrs Brock, Pembrokeshire Housing Association will be in attendance.

187. ITEMS FOR THE NEXT AGENDA

Dead House Steps – Councillor Mrs Durham.

188. PRIVATE AND CONFIDENTIAL

Proposed by Councillor, Hallett seconded by Councillor W Rossiter.

Resolved that the Council (or Committee) moves into private session under the Public Bodies (admission to Meeting) Act of 1960 by virtue of the business to be transacted would be prejudicial to members of the Public.

189. **MINUTES**

Resolved that the Private and Confidential Minutes of Tenby Town Council Meeting held 6th September 2016 be confirmed and signed as accurate.

190. **MATTERS ARISING**

None noted.

191. **FINANCIAL OFFICER/CLERK'S ITEMS**

Assistant to the Town Clerk vacancy

The Clerk reported he had received a slow response to the advert for a new Assistant to the Town Clerk. He had discussed with PCC the possibility of putting the advert on their site to gain a wider circulation; however they are only permitted to add job vacancies for partners who hold a service level agreement.

Councillor Mrs Durham suggested putting the advertisement on TTC Facebook to gain more coverage.

Councillor Dr Easy felt in view of the PCC initiative to work more closely with Town and Community Councils this would constitute a reason to work together to assist with circulating a staff vacancy.

The Mayor said Mr I Westley, Chief Executive, PCC was working hard and making make steps forward with more transparency of service; however there are always stumbling blocks and he is aware there is some way go to continue to move forward.

Councillor Mrs Brown proposed TTC should write to PCC in respect of the disappointment felt by councillors that advances have not progressed as fast forward as was anticipated.

The Clerk felt the liaison officers would have been able to answer these questions if they had been able to attend but both had given apologies. It was

Resolved that the Mayor and the Clerk send a letter on behalf of TTC expressing councillors' feelings relating to the transparency of services within PCC and the slow progress being made with close connections between County and Town, and Community Councils.

173. **CONFIRMATION OF PERSONNEL SUB-COMMITTEE MINUTES**

Resolved that the Minutes of the Tenby Town Council Personnel Sub-Committee held 12th September 2016 be confirmed and signed as accurate.

The Mayor asked if Employee 111 could vacate the Chamber as there was a matter relating to her resignation that required consideration.

Employee 111 left the Chamber and the Clerk took the minutes for the remainder of the meeting.

The Mayor explained that while he and the Clerk had been researching the replacement post an error had been noted in the pay structure relating to Employee 111.

Under Local Council agreements (The Green Book) office based staff are entitled to an annual increment in their Spinal Column Point up to the top of the pay scale in addition to any agreed pay rises.

As Employee 111 had been on a one year renewable contract for the first two years, this policy had been overlooked and not implemented when she became subject to a full time permanent contract as there were no other members of staff captured by this policy at the time.

Employee 111 should have progressed through the point scale annually and should, by now, be at the top of the scale.

The Clerk had calculated that the amount of back pay which should have been paid amounted to £3596.45.

Councillor Mrs. Durham felt that it was regrettable that this error had been made but it was important that this mistake should be rectified and Employee 111 be paid the money owed as she had put in many hours of unpaid overtime in the service of the council.

Proposed by Councillor Hallett, seconded by Councillor Mrs. Rossiter and

Resolved that the Clerk make arrangements to ensure that the back pay owing to Employee 111 be paid.

Mayor _____

Town Clerk _____

Date _____