

Minutes of a Special Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on 11 July 2013 at 7.00pm.

Members

P Graham (Mayor)

I Burns	S Coates
L Davies	A R Graham
E Nicholson	A Smith
C Smith	

Apologies: A Kennon, C M Jackson, J Laidlow & S Standage

Also Present: Maggie Crighton

43 Declaration of Interest

None declared.

Resolved – ‘That under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded for the following item of business due to staffing issues being discussed’.

44 Employee Handbook

Members carefully reviewed the content of the new employee handbook.

Resolved – That subject to the following minor amendments being made, the contents of the new employee handbook be endorsed.

- (i) Title of section 11 of contents page to be re-titled ‘Employment Policies’.
- (ii) The replacement of the word ‘Cocker’ with the word ‘Derwent’ under the heading Memorial Gardens on page 1 of The Welcome.
- (iii) Re-wording of paragraph 3.3 on page on page 8 to include reference to occupational health referral
- (iv) Paragraph 5.11 on page 16 to include reference to data pens and memory cards
- (v) Re-word paragraph 11.2.9(b) on page 37 to refer to Town Council in instances involving the Town Clerk

45 Job Application Form

Resolved – That the content of the new job application be endorsed.

46 Revised Contracts of Employment

Resolved – That the following revised contracts of employment be endorsed:-

- (i) Assistant to the Town Clerk
- (ii) Cleaning Operative
- (iii) TIC Manager
- (iv) TIC Assistant
- (v) TIC Assistant (casual)
- (vi) Casual
- (vii) Town Clerk

The meeting closed at 8.10pm.