

**THORNBURY TOWN COUNCIL**

**Minutes of the Extraordinary Town Council Meeting  
held on Thursday 7 March 2019 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)  
Angela Symonds (Vice Chairman and Deputy Mayor)  
Vincent Costello  
Benj Emmerson  
Clare Fardell  
Bob Griffin  
Helen Harrison  
Guy Rawlinson  
Jayne Stansfield  
Maggie Tyrrell

Wendy Sydenham (Acting Deputy Clerk/Minutes)

(Cllr Ashley Bijster – absent)  
(Cllr Pam Shipp – absent)  
(Cllr Martin Trueman – absent)  
(Cllr Lesley Tuck – absent)

1. **To receive any apologies for absence**

Cllr Clive Parkinson (out of Thornbury)  
Cllr Matthew Stringer (out of Thornbury)

2. **To receive any members' declarations of interest**

None.

3. **To receive any representations from the public**

None.

4. ***To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transaction***

84/19. This was proposed and unanimously agreed.

5. **To consider a staffing issue**

85/19. The Chairman outlined a staffing issue that had been considered at a recent urgent meeting to which members of the Staffing Committee had been invited. Cllr Guy Rawlinson, Chairman of the Staffing Committee, reported that the outcome had been that full Council were asked to consider two issues, (1) a review of the meetings structure, and (2) changes to the staffing structure, and in particular an additional post at the Armstrong Hall. The issues were discussed in detail and a draft job description and reporting structure were tabled for the additional post. The issue of how this new post would fit in with plans to obtain expertise in project management and fund raising for the Armstrong Hall

redevelopment was also discussed. It was noted that the draft reporting structure showed that the additional post would report directly to the Armstrong Hall Charitable Trust.

- 86/19. Cllr Helen Harrison proposed that Council agrees that the additional post at the Armstrong Hall is required and proceeds with recruiting to it, which includes agreeing the draft job description and reporting structure. The proposal was seconded by Cllr Jayne Stansfield and unanimously agreed.

*(The Acting Deputy Clerk was asked to leave the meeting at this point so that salary scales could be discussed. This section of the meeting was therefore held without a Clerk or anyone representing the Clerk. Following these discussions, the Acting Deputy Clerk was then asked to return to the meeting.)*

- 87/19. The issue of changes to the meeting schedule had been discussed and Cllr Helen Harrison proposed that Council agrees in principle to review the cycle and structure of meetings with the aim of reducing the number of evening meetings and that this would be done at the first Council meeting following the Annual General Meeting. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.