

**MINUTES OF A MEETING OF THE COMMUNITY HALL APPOINTMENTS COMMITTEE
HELD ON 19 JUNE 2013
AT BROAD LANE METHODIST CHAPEL, AUDLEM ROAD, NANTWICH**

(A Committee of Stapeley & District Parish Council)

PRESENT: Councillor S Gwinn Freemantle Chairman
Councillor M Docker
Councillor P Groves

APOLOGIES: Councillors K Nord and S Clough

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor S Gwinn-Freemantle be elected Chairman to serve until the next Annual Meeting.

2 DECLARATIONS OF INTERESTS

Members were invited to make any declaration of interest which they had in any item of business on the agenda. No declarations were made.

3 TERMS OF REFERENCE

The Committee was invited to review the Terms of Reference for the Committee. These had been approved at the Parish Council meeting held on 13 November 2012.

- (a) The Committee shall comprise five parish councillors, with three named substitutes;
- (b) The Committee shall prepare job descriptions, terms and conditions of appointment, and salary rates (for approval by the Parish Council);
- (c) The Committee shall have delegated responsibility to act on behalf of the Parish Council in respect of the appointment of staff for Stapeley Community Hall, as follows:
 - i. To meet as and when required;
 - ii. To advertise vacancies as appropriate;
 - iii. To prepare a short-list of candidates for interview if appropriate;
 - iv. To conduct interviews with candidates;
 - v. To arrange with the Clerk, collection of NI and PAYE as appropriate.
- (d) To report appointments to the Parish Council; and
- (e) To update the Parish Council on any staffing matters as and when appropriate.

RESOLVED: That no changes be made to the Terms of Reference for the Committee.

4 APPOINTMENT OF MANAGER TO OPERATE COMMUNITY HALL

The Committee was invited to develop a job description and person specification for the appointment of a Manager to operate the Community Hall on a day-to-day basis. A draft job description was submitted for consideration.

A full discussion ensued, following which there was a consensus that it was premature to consider a job description for a Manager for the hall, in view of the uncertainty surrounding its continued use.

Members expressed concern that other than for regular users, there was very little interest in using the hall for parties and similar events.

It was suggested that no action be taken for the time being and that the matter be discussed "in the round" at the Parish Council meeting to be held on 4 July 2013, and that arrangements be made for a meeting with the Legal Adviser in advance of the Parish Council meeting.

RESOLVED: That, for the time being, no action be taken in respect of development of a job description for a Manager to operate the Community Hall.

The meeting commenced at 8.00 pm and concluded at 8.50 pm