



# DRAFT MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING

**Date:** Tuesday 6<sup>th</sup> January 2026

**Time:** 6.30pm

**Venue:** Board Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE

**In Attendance:**

**Councillors:** Cllrs S Bishop, G Chamberlain, O Dipple, J Chambers, G Short, K Barnett, D Wilkinson, D Wright, M Thomas and T Short.

**Clerk:** S Oldham (minutes)

**Guests:** None

**Members of the Public/Press:** None

1. **Apologies:** Cllrs C Evans, R Collins, C Jones, J Braithwaite and M Short had sent their apologies which were noted.

2. **Declarations of Interests and Dispensations:** None.

3. **Public participation:** None.

4. **Minutes:** It was **RESOLVED** to approve the minutes of the Town Council meeting held on the 12<sup>th</sup> of November 2025.

5. **Items for future meetings:** to be received by the 14<sup>th</sup> of January 2026 at the latest. *Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing. Written Reports (for information only) for the next meeting are invited to be sent for inclusion in the next agenda pack.*

**Closed Session:** It was **RESOLVED** to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for item 6.

6. **Staffing Matters:** To consider the report and recommendations from the Employment Committee meeting held on the 2<sup>nd</sup> January 2026.

It was noted that Cllr Chambers had now taken over Chair of the Employment Committee on the advice of NALC.

Cllr Chambers explained the work carried out by the Employment Committee on the 9<sup>th</sup> December 2025 (approved minutes and confidential notes were provided to



those present) and again on the 2<sup>nd</sup> January 2026 (draft minutes and confidential notes were also provided along with estimated costings, hours and pay scales where appropriate)

It was noted that the recruitment of the permanent Town Clerk/RFO had not been completed following the interview process in November 2025 and the process had been reviewed in terms of salary scale and hours.

It was also noted that the Locum RFO had finished work on the 19<sup>th</sup> December 2025 and a replacement was now required.

The following recommendations from the Employment Committee were therefore considered:

- Locum RFO: It was **RESOLVED** to approve the recommendation that the Town Council pursues, with immediate effect, the recruitment of a locum Responsible Finance Officer. (Deputy Clerk to action in conjunction with SLCC / LCC and with reference back to the Employment Committee as needed)
- Town Clerk/RFO: In conjunction with the interim locum arrangements, it was **RESOLVED** that the Town Council:
  - Seeks to accommodate within the 2026/27 budget, sufficient funds to employ a permanent Town Clerk / Responsible Finance Officer as outlined in the background confidential report of the 2<sup>nd</sup> January 2026.
  - Ensures that the budgeted total salary costs for 2026/27 take account of anticipated future increases in national pay awards, National Insurance and pension contributions; and
  - Pursues the readvertising and recruitment to this permanent post with immediate effect (to be actioned by the Employment Committee/WALC)
- Deputy Clerk: Further to recommendations within the 9<sup>th</sup> December 2025 Employment Committee Report:
- It was **RESOLVED** to approve the revised job description for the Deputy Clerk as drafted by WALC and to include the weekly hours being amended from 30 to 28 when the permanent Town Clerk RFO is appointed.
- It was **RESOLVED** to recompense the Deputy Clerk for the extended period covering the absence of the Town Clerk with a bonus payment calculated based on the difference in salary of the Clerk and that of the Deputy Clerk for hours worked since 1<sup>st</sup> April 2025 and until the new Town Clerk is appointed.

**The meeting was closed at 7.15pm**

**Chairman's signature:**.....