

28th September 2022

**To: The Chairman and Members of Old Bolsover Town Council**

Dear Councillor,

You are summoned to attend the meeting of Old Bolsover Town Council to be held at **Town Hall, Cotton Street, Bolsover, S44 6HA** on Tuesday 4<sup>th</sup> October 2022 at 6 pm for the purpose of transacting the business on the agenda set out below.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the District Council's Monitoring Officer.

The agenda specifying the items of business to be discussed are attached to this notice.

Yours faithfully,



Andrew Tristram  
**Town Clerk**



**Old Bolsover Town Council**

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**Old Bolsover Town Council**  
**Town Council Meeting**  
**4<sup>th</sup> October 2022 at 6 pm**  
**at The Town Hall, Cotton Street, Bolsover, S44 6HA**

**A G E N D A**

1. **To receive apologies for absence**
2. **To consider a Variation of Order of Business**
3. **To move the following resolution** – “That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.
4. **Bainbridge Hall Cleaner/Caretaker**  
To note the retirement of the Cleaner/Caretaker at Bainbridge Hall and consider the recommendation from the Personnel Committee that the Town Clerk is delegated to make temporary arrangements for cleaning and caretaking until permanent arrangements are made at a future meeting.
5. **Office Restructure**  
To consider the recommendation of the Personnel Committee
  - (a) That the existing post of Town Clerk/Responsible Finance Officer is deleted from the establishment.
  - (b) That the following new posts are added to the establishment:-
    - Town Clerk (37 hours) (SCP 38-41)
    - Deputy Town Clerk/Assistant (10 hours) per week SCP18-23 dependent upon qualifications and experience (reduced from 30 hours)
    - Responsible Finance Officer (15 hours) per week SCP 18-23.
  - (c) That the hours required for the RFO are reviewed after six months.
  - (d) That the RFO is appointed on annualised hours.
  - (e) That the Deputy Town Clerk is employed on a temporary contract to be reviewed after six months.