

FINANCE AND STAFFING COMMITTEE

Minutes of an **Extraordinary Meeting** of the **Finance and Staffing Committee** held on **Monday 27th February 2023** at Room G4 Newent Community School, Watery Lane, Newent. Start 6.30pm.

Present: Councillors Mrs K Draper (Chairman), Mrs S Marcovecchio, Mrs C Howley, Mr R Beard and Mrs R Wadley (arrived 6.40pm)

Also present – The Clerk and 1 member of the public

Public Participation Session

Speaker 1

There were no public speakers.

1. To note apologies for absence.

There were no apologies, all councillors were present.

2. Declarations of Interest on items on the agenda.

There were no declarations of interest.

3. To approve the Minutes of the Finance & Staffing Committee held on Monday 12th December 2022

Subject to the following change:

‘The Minutes were approved by a unanimous decision....’

The Minutes were approved by a unanimous decision and were duly signed by the Chairman.

4. Clerk’s report

To note clerk’s report

The Clerk’s report was noted.

5. Administrative Assistant Job Description and Person Specification (Fulltime post)

5.1 To review the Administrative Assistant Job Description, Person Specification, salary scale and agree which committee members will be shortlisting and interviewing for the vacant position.

The committee reviewed the Administrative Assistant Job Description, Person Specification, salary scale and agreed that Councillors Mr R Beard, Mrs C Howley, Mrs K Draper and Mrs R Wadley would be the committee members who will be shortlisting and interviewing.

6. Notices and Information

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the 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 transacted.

The committee by a unanimous decision resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the 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 transacted.

7. Staffing matters - Confidential Summary

7.1 To discuss and agree staffing matters.

A discussion occurred regarding future recruitment of a clerk.

Recruitment of Locum Clerk - to be advertised through GAPTC, Herefordshire Association of Local Councils and social media.

Closing date for CV's is Friday 10th March 2023.

Clerk – Full-time recruitment, to be advertised through GAPTC, Herefordshire Association of Local Councils and social media.

Closing date for applications is Friday 17th March 2023.

The committee by a unanimous decision approved the recruitment of a (temporary) Locum Clerk(s) and a full-time permanent Town Clerk and Responsible Financial Officer.

The Chairman closed the meeting at 6.57pm