

2018/2019 - 20

Minutes of the meeting of the Employment Committee held on the 05th June 2018 at the Village Hall

Present: Ann Lovesey (Chair), Noreen Byrne, James Rudgley, Di Ames

In attendance: Chris Hutton, Derrick Folbigg, Siobhan Vincent, Graham Pendrey, Stuart Southall

Clerk: Anne Papé

MINUTES

1. Election of Committee Chair

1.1 Councillor Lovesey was nominated as Chair and this was agreed by all.

2. Receive and approve apologies for absence

2.1 None

3. Declarations of interest in any matter – being prejudicial or personal.

3.1 None

4. Agree job description, person specification and advert for Clerk vacancy

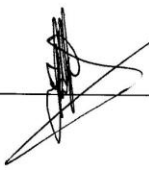
4.1 The Chair thanked the Clerk for all she has done and the letter of resignation was read to the Committee.

4.2 Councillor Rudgley tabled a draft advert which was reviewed by the Committee. The Committee agreed to use the previous job advert and include the working hours as 24 hours per week. Payscales and pension scheme membership would also be referenced. Applications to be sent to the Parish Council office by the 29th June. Interviews to be undertaken w/b 09th July.

4.3 It was agreed to base the person specification and job description on the SLCC templates.

4.4 Applications would be discussed at the July Employment Committee meeting.

Signed: _____



Date: _____

19-06-2018

Initial: _____

