



**Approved Minutes of the Finance Management and HR committee meeting
Held on Friday 1st March 2019 at 8am at The Market House**

Present: Terry Philpott, Judi Morison, Justin Birch, Margaret Bebbington, Bob Gilbey, Pek Peppin, Sally Snook, Penny Steiner, Nick Weeks

Officer Present: Sue Hake, Town Clerk

No members of the public attended

Approved Minutes

Committee objectives for 2018/19

- Preparation for change of accounting practice for 2019/20 financial year.
- **Clarification of budget setting system current year and 2019/20**
- Training Chair of Finance and Management for 2019/20
- Completion of legal works (Market House / Fairfield Ownership / Fairfield bequest)
- **Implementation of Disaster Recovery Plan**
- **Recruitment of new Councillors May 2019 election**

F024: Apologies for absence

F025: Declaration of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting.

No items declared

F026: Exclusions of the press and public: To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

Resolved: Agreed for Items 31 and 32 to be In Camera

F027: Confirmation of minutes of the Finance and Management meeting held on 11th February 2018.

Resolved: Agreed

F028: Election of Chair Finance and Management Committee

No nominations received

F029: Actions and reports from the last meeting not dealt with elsewhere on the agenda

No items to discuss

F030: Correspondence / Grant Requests and Clerks report

No items to report

F031: Clerk Recruitment

To agree

- Salary band
Resolved: Agreed salary from 1st April 2019 LC2 SCP 24-32 £27905-£34788
- Hours of work
Agreed hours to be in the range of 30-37
Resolved: Agreed for the Clerk & RFO hours to be up to 37
- Job Description / Job Specification
Updated Job Description / Job Specification went through in detail with minor amendments
Resolved: Agreed Updated Town Clerk & RFO Job Description & Job Specification
- Contract of employment
Resolved: to include a 3 month notice period in Contract of Employment
- Advertising – SLCC, SALC, SSDC, CCTC website etc, noticeboard, others
Resolved: Ads to be placed ASAP via SLCC, SALC, SSDC, CCTC website etc, noticeboard, to specify applications to be submitted by Monday 18th March
- Interview timetable
Resolved: Interview dates to be held on Wednesday 27th and Thursday 28th March 2019
Interview Timetable
TBC
- Interview panel
TBC
- Interview Questions
TBC

Handover

SH confirmed plans to return to work in April to complete the 2018-19 CCTC annual accounts and Internal Audit & handover where possible.

Recommendation to Full Council to delegate the appointment of the new Clerk to the interview panel, with formal approval at the next Full Council.

F032: Clerk vacancy

To review the office requirements in the short term and agree the required actions.

SH recorded in calendar interview dates 27th & 28th March

JM meeting with HC & CCB to discuss.

JM to work with SS to upload Clerk & RFO vacancy ad and application pack to website
Shortlist and Interview process to be discussed at next meeting

F033: Confirm date of Next Meeting and agenda items –

Next meeting 14th March 2019.