

DRAYCOTT PARISH COUNCIL

MINUTES OF A MEETING OF THE DRAYCOTT PARISH COUNCIL
APPOINTMENTS COMMITTEE HELD ON TUESDAY 16 JANUARY 2018 AT
9.30AM IN THE PARISH ROOMS, ELVASTON STREET, DRAYCOTT

Present – Councillors V Clare (Chairman), M Selwood, A Wilson, B Rogerson, M Alexander

Apologies- none

Variation of Order of business - none

Declaration of Members Interests – none

Dispensations – none

Public Speaking – none

To determine which items should be taken with the public excluded. – no items were deemed confidential

Arrangements for the Appointment of Clerk and Responsible Financial Officer - RESOLVED to make RECOMMENDATIONS to the Parish Council meeting on the 13/2/18 on the following;

- i) Timetable for Appointment
- ii) Arrangements necessary for current Clerk and Responsible Financial Officer
- iii) New Clerk and Responsible Financial Officer.
 - a) Job Description/Specification
 - b) Application form
 - c) Hours of employment
 - d) Salary scale/contract
 - e) Pension
 - f) Qualifications
 - g) Advert content and where to advertise
 - h) 'Hand over period'

PART II – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - none

The Chairman thanked the Councillors for attending

11.00am