



Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held on Tuesday, 11 October 2016 at The Almonry, High Street, Battle at 9.00pm**

Present: Cllrs D Furness (Chairman), G Favell, J Gyngell, R Jessop and A Ratcliffe

In Attendance: Andy Beams (Town Clerk)

- 1. Apologies for absence** – Cllr M Kiloh.
- 2. Disclosure of interest** – None.
- 3. Minutes of the meetings held on 27 September 2016** – These were duly signed by Cllr Furness as a true record of the meeting.

4. Recruitment of Town Clerk

Cllr Favell had circulated in advance of the meeting a draft person specification and selection process. The Town Clerk had obtained details of the assistance offered by SSALC with recruitment services. Members discussed the details and agreed that the support of SSALC would be beneficial, although Cllr Favell was keen to see details of all applicants and have involvement in choosing the questions and scoring technique at interview.

RESOLVED: Members agreed to use SSALC's services to advertise the vacancy and deal with the administration of sending out information packs and receiving applications. The interview panel was agreed as Cllrs Favell, Furness, Jessop and Ratcliffe.

5. Acting Town Clerk

Members discussed interim arrangements for the Acting Town Clerk.

RESOLVED: Members agreed to increase the Acting Town Clerk's salary to SCP 40 (matching the existing Town Clerk's scale) from 1 November until the appointment of the new Clerk.

6. Temporary assistant

Members discussed the interim arrangements while the recruitment process was completed.

RESOLVED: Members agreed to authorise the Acting Town Clerk to arrange a temporary assistant to cover during the recruitment process.

7. Matters for information and future agenda items

None

8. Date of Next Meeting: Tuesday 8 November 2016

The meeting closed at 9.30pm

**CLLR D FURNESS
CHAIRMAN**