Present: Cllrs J Gyngell (Chairman), G Favell and J Gyngell  
In Attendance: Carol Harris (Town Clerk)

1. Apologies for absence – None.

2. Disclosure of interest – None.

3. Minutes of the meeting held on 26 March 2019 were agreed and duly signed by Cllr Gyngell.

4. Tourism and Town Development Officer
   Members discussed this position in relation to the previous agreement of the Finance & General Purposes Committee to appoint a dedicated person to undertake tasks including marketing, social media and town development. The draft job description was agreed, as attached. It was highlighted that some of these responsibilities are included within the Clerk’s job description but that, with increased projects and activities, the Clerk had suggested that an experienced person would be of benefit to the town and office. It was noted that there is an Ear Marked Reserve for additional staff hours (385) of £14,260. **Members agreed to recommend to F&GP that a part time, experienced Tourism and Town Development Officer be recruited at a salary within the LC1 13-17 payscale (£22,021-£23,836 pro-rata), initially for a renewable 6 month contract.** Cllr Favell agreed to work with the Clerk to produce a Person Specification and Terms and Conditions for approval by F&GP.

5. Town Clerk’s hours
   In light of the heavy work load, **Members agreed to recommend to F&GP a temporary increase in the Clerk’s hours to 37 (from 33).** The budget for staff (4000) will accommodate this. The situation will be monitored.

6. Assistant to the Town Clerk
   In accordance with agreement at the previous meeting to amend the role, a revised job description, as attached, was agreed.

7. Matters to note / future agenda items
   The Clerk confirmed that she will be holding a meeting with the groundstaff to discuss progress with the Apprenticeship. This will be reported at the next meeting.

   The Clerk was asked to identify costs and advertising options for staff recruitment.

8. Date of next meeting: to be determined

The meeting closed at 6.25pm

CLLR J GYNGELL
CHAIRMAN