



Battle Town Council



**MINUTES of the Extraordinary COUNCIL MEETING held on TUESDAY, 31 JANUARY 2017 in
The Almonry, High Street, Battle, at 7.00pm**

PRESENT: Cllrs D Furness (Chairman), J Boryer, C Davies, G Favell, P Fisher, J Gyngell, R Jessop,
M Palmer and A Russell.

In attendance Carol Harris (Town Clerk)

1. Apologies for absence – Received from Cllrs M Howell, M Kiloh and A Ratcliffe.
Cllr J Reeves was absent.

2. Disclosure of interest – None.

3. Minutes of the Council meeting held on 10 January 2017. These were approved by Members and signed by the Chairman.

4. Trainee Deputy Town Clerk

Cllr Favell reported that 16 applications were received as a result of advertising through several sources, including SSALC, a Battle Observer article, the BTC Newsletter, the BTC website, BTC noticeboards, adverts in Friday Ad and online.

After reviewing applications against the person specs, 7 candidates were invited for interview, some for the DTC post and some for the trainee post. Candidates were asked to complete three interview exercises, which were presented to the three members of the interview panel before being questioned on their skills, knowledge and experience as well as their views about Battle.

Following the interviews, 3 candidates were shortlisted for further consideration and Jane de Garston was selected for recommendation to the Council. The Panel answered questions from Members in relation to the process and decision method. **Cllr Jessop proposed that Jane de Garston be offered the post of trainee Deputy Town Clerk on an LC1 scale with effect from 1 March 2017; subject to a timely notice period with Mrs de Garston's present employer. This was seconded by Cllr Favell and agreed unanimously.** The Clerk confirmed that this is a part-time post (30 hours) to include office opening hours on Fridays.

5. Matters for information / future items for agenda

None.

6. Date of next meeting: Tuesday 21 February 2017

There being no further business the meeting closed at 7.10pm