

BERKHAMSTED TOWN COUNCIL

Minutes of an Extraordinary Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 15 April 2019 at 7.10 pm

PRESENT:

Councillors S Beardshaw (Town Mayor)
A Armytage
D Collins
G Corry
Mrs C Green
J Jones
Dr I M Reay
G Stevens
G Yearwood

OTHERS PRESENT:

Mrs J Mason, Town Clerk

FC 32/19 Apologies for absence

These were received from Cllr E Collins, P Matthews, B Newton and Cllr T Ritchie

FC 33/19 Declarations of Interest

To **receive declarations of interest** regarding items on the agenda.

None.

FC 34/19 Minutes of Previous Meeting Held on 18 March 2019

Deferred until the next meeting.

FC 35/19 Public Participation

There were no members of the public present.

FC 36/19 EXCLUSION OF PRESS & PUBLIC

It was **RESOLVED**

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the

confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FC 37/19 Allotment & Finance Officer Vacancy

The proposals put to the Support Services Group meeting held earlier in the evening were discussed.

It was **RESOLVED** that the salary, background information, job description, person specification and arrangements/costs for advertising the above vacancy be approved and the Town Clerk was authorised to make all the necessary arrangements.

Furthermore, Support Services Group Members and the Town Clerk were **given delegated authority** to interview, select and appoint the post holder. Any such appointment would be ratified at Full Council on 10 June 2019.

Information regarding the vacancy will be posted on the Town Council's website. In summary, the post holder will be employed for 16 hours per week with an actual salary of £10,724 plus pension. The services of DCK Accounting Solutions will continue and will be reviewed later in the summer once the Town Council's financial systems have been changed, from SAGE to RBS Financial Director.

The timetable for advertising and recruitment is set out below:

W/C 15 April 2019

Full Council approval and delegated authority to SSG with Town Clerk to interview and appoint (then ratified at Full Council - hopefully 10-06-19)

Put on website, HAPTC and BALC websites and notice boards

Wednesday 1 May

Advertise in Gazette for 1 week (this is during the first full working week after Easter)

Monday 20 May

Closing date 12 noon

Tuesday 4 June

Interviews

FC 38/19 Close of meeting

The meeting closed at 7.25 pm.

Signed.....

Date.....