



## **Notice of the next Finance & Personnel Committee Meeting**

**MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS**

(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

Committee Members are hereby summoned to attend the following meeting:

*The Meeting...*      **Extraordinary Finance & Personnel Committee**

*The Time...*        **1.00pm**

*The Date...*        **Wednesday 15 August 2018**

*The Place...*        **Town Hall, Ground Floor Meeting Room, Bow Street, Langport**

Councillors will be discussing all the items listed on the Agenda.

*David Mears*

David Mears PSLCC  
**Town Clerk**  
9 August 2018

### **1.00pm                    Public Question Time Session    (limited to 15 minutes in total)**

#### **Questions and comments from members of the public**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments in relation to any matter affecting this committee. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

## Finance & Personnel Committee

### Committee Members

#### Councillors

Alan Donald  
Monica Denny  
Stephen Jenkinson

Cara Naden  
Martin Sandford  
Val Saunders

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please see our policy on recording of meetings by clicking [HERE](#)

Please note that members of the public exercising their right to speak during Public Question Time may be recorded.

# Finance and Personnel Committee – A G E N D A

**FP2018/34 To receive Apologies for Absence and to approve the reasons given.** (LGA 1972 s85 (1))

**FP2018/35 Declarations of Interests** - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). *(NB this does not preclude any later declarations)*

**FP2018/36 To approve and sign as a correct record the minutes of the Finance and Personnel Meeting held on Wednesday 11 July 2018** (LGA 1972 sch 12, para 41(1))

**FP2018/37 Town Clerk, Responsible Financial Officer and Town Trust Administrator Role -**

- I. To note the Town Clerk's resignation
- II. To review and agree the job description for the Town Clerk, Responsible Financial Officer and Town Trust Administrator roles.
- III. To review the Person Specification for the Town Clerk, Responsible Financial Officer and Town Trust Administrator roles.
- IV. To agree timescales
- V. To agree advert and scope of advertisements
- VI. To agree shortlisting and interview panel