



## Council Committee Minutes

### **Minutes of the meeting of Langport Town Council's Finance & Personnel Committee held on Wednesday 15 August 2018 at 1.00pm in the Ground Floor Meeting Room, Langport Town Hall.**

**Present:**

Cllr Sandford (Committee Chair)  
Cllr Saunders (ex-officio)  
Cllr Naden (ex-officio)  
Cllr Donald

**In Attendance:**

David Mears – Town Clerk, Cllr S Glas, Sarah Patten - Administrative Officer and no members of the public or press were present.

**FP2018/35 To receive Apologies for Absence and to approve the reasons given.** (LGA 1972 s85 (1))

Cllr Jenkinson – conflicting engagement.

**RESOLVED** – to accept and approve the reason given.

**FP2018/36 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)*

**FP2018/37 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))

**RESOLVED** – that the minutes of the Finance and Personnel Meeting held on Wednesday 11 July 2018 be signed as a correct record.

**FP2018/38 Town Clerk, Responsible Financial Officer and Town Trust Administrator Role -**

- I. To note the Town Clerk's resignation

**RESOLVED** – to note

- II. To review and agree the job description for the Town Clerk, Responsible Financial Officer and Town Trust Administrator roles.

**RESOLVED** – to split the Town Trust Role and that the Town Trust directly appoints an administrator. The job description for Town Clerk and Responsible Financial Officer role was approved and the role be advertised for 22.5 hours per week. The post to be evaluated/benchmarked by South West Councils.

III. To review the Person Specification for the Town Clerk, Responsible Financial Officer and Town Trust Administrator roles.

**RESOLVED** – that the person specification be adopted (as amended) for the Town Clerk and Responsible Financial Officer roles.

IV. To agree timescales

**RESOLVED** – closing date 7 September and interviews week commencing 17 September.

V. To agree advert and scope of advertisements

**RESOLVED** – to advertise with SALC and SLCC

VI. To agree shortlisting and interview panel

**RESOLVED** – membership of both panels were agreed.

Meeting closed at 3.10pm

Signed: .....

Date: .....