

# LEDBURY TOWN COUNCIL

## Minutes of a Meeting of The Standing Committee held on 5<sup>th</sup> October 2016

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**Present:** Councillors: R Barnes M Eager  
E Fieldhouse

**In attendance:** Mrs K Mitchell – Clerk to the Council

### **S.12 - 10.16 APOLOGIES**

Apologies were received from Cllrs D Baker and J Roberts.

### **S.13 - 10.16 DECLARATIONS OF INTEREST**

None declared.

### **S.14 - 10.16 MINUTES**

The Minutes of the Standing Committee meeting held on 15<sup>th</sup> September 2016, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

### **S.15 - 10.16 RECRUITMENT OF DEPUTY CLERK**

Members discussed arrangements for the recruitment of a Deputy Clerk following the resignation of Mrs M Bradman.

Members were circulated with copies of:

- Draft advert
- Job description
- Person specification
- Job application form

The documents were reviewed and amended accordingly.

**RESOLVED:** That the advertisement, as amended, be placed in the Ledbury Reporter for a two week period in the sum of £415.95 plus VAT

The position to be also advertised on the Ledbury Town Council, HALC and Show me Ledbury websites.

Shortlisting and interview panels were agreed. The closing date for application was agreed as 26<sup>th</sup> October at 12 noon, with interviews being held on 1<sup>st</sup> November.

Temporary Staffing Measures

The Clerk advised that Mrs Bradman had agreed to work reduced hours beyond her notice period until a replacement Deputy Clerk had been appointed.

**RESOLVED: That the Clerk organise office cover as necessary.**

The meeting closed at 8.27pm.

**SIGNED** ..... **DATE** .....