

# STALBRIDGE TOWN COUNCIL

Clerk: T Watson  
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**Draft minutes of Stalbridge Town Council HR Committee held at the above address on Tuesday 21<sup>st</sup> October 2019 commencing at 9.00am.**

**Present Committee Members:** H Hatcher (Chair) & J Convoy.  
T Watson (Clerk)

1. **In accordance with standing order 10a. xi. the press and public are excluded from this meeting.**

2. **Apologies**

Note: B Penfold had tried to attend the meeting

3. **Declaration of interest**

None.

4. **Approval of the minutes of the meeting 21<sup>st</sup> October 2020**

**RESOLVED:** The minutes of the meeting were approved and signed by the Chairman.

5. **To set a date for the Clerks appraisal and nominate members attending**

**AGREED:** The date was set for the Clerks appraisal at 9am Thursday 17<sup>th</sup> March. H Hatcher & J Convoy to attend.

6. **To receive notice from the Assistant Clerk and make a recommendation to Council regarding the final leaving remuneration.**

It was noted with sadness that due to ill health the Assistant Clerk had handed her notice her notice in on the 17th March, which was also the leaving date.

**AGREED:** To make a recommendation to Council that the outgoing Assistant Clerks final leaving remuneration include pay for one months notice and holiday pay (29.5 hours) . Suggest that the TC writes a letter of thanks and good wishes with a bouquet of flowers.

7. **To make a recommendation to Council concerning the recruitment of the Assistant Clerks position.**

The job specification and advert were reviewed and amended

**AGREED:** To make the following recommendations to Council:

- The agreed advert be placed in the Blackmore Vale magazine issue 13<sup>th</sup> March 2020
- Closing date for applications 27<sup>th</sup> March 2020
- Based on the amended job specification short listing and interviews to follow attended by H Hatcher & J Convoy with a view to appointing in May 2020

8. **Agree The date of the next meeting**

**TBC:** Pending recruitment process

There being no further business the Meeting closed at 9.35am