



CHIRK TOWN COUNCIL CYNGOR TREF Y WAUN

MINUTES OF SPECIAL MEETING HELD 3rd JULY 2019

Present

Cllrs Mr Brian Colley (BC), Mrs Jackie Allen (JA), Mrs Barbara Humphreys (BH), Mr Gareth Baines (GB), Ms Eleanor Burnham (EB), Mrs Dorothy Griffiths (DG), Mr Chris Burgoyne (CB), Miss Lynne Painter (LP), Mr Michael Maxfield (MM) & Mr Newman James (NJ)
Mr Shaun Jones (SJ), Clerk to the Council.

Not Present

Cllrs. Mr Mark Roberts & Mr Frank Hemmings.

Apologies

Apologies for absence: Cllr. Mr Mark Holmes, Mr Terry Evans & Mrs Sarah Williams.

Declarations of Interest

No declarations of interest made at this point

41. TO DISCUSS AND EVALUATE PRESENT CLERK/RFO JOB DESCRIPTION WITH A REVIEW OF THE POTENTIAL TO CONSIDER TWO ROLES.

A set of related documents from a similar role that has been advertised through the SLCC was circulated. Work then was undertaken to amend and adapt the text to suit our job vacancy. LP offered to assist the Clerk by creating the draft versions for consideration at a subsequent meeting of the Staffing and Policies Committee.

42. AGREE ON ROLE(S) TO BE ADVERTISED.

Initially the role of Clerk/RFO will be advertised. Hours up to 30 per week and rate of pay up to £15.40 subject to negotiation. Request covering letter and CV.

43. AGREE ADVERTISING MEDIUM.

Chirk Town Council notice boards and website, Reed.co.uk, Facebook (This is Chirk & Oswestry Job Vacancies) and Society of Local Council Clerks (SLCC).

44. TIMESCALE AND NEXT MEETING.

Closing date for applications Friday 2nd August 2019 5pm. Interviews to be undertaken week beginning 12th August 2019. Staffing & Policies Committee meetings scheduled for Tuesday 16th July (see above minute 41) & Wednesday 7th August 2019 (to take a first look at the applications received).

Meeting closed 7:11pm.

Signed

Chairman

31st July 2019