

PETWORTH TOWN COUNCIL

AN EXTRAORDINARY MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 9TH APRIL 2013 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr G Allan, (Chairman), Mrs A Simmons,
Mr K Lintill, Mrs J Fynes and Mr B Walsh.

IN ATTENDANCE: Mr N Fox (Chairman, Traffic and Planning Committee)
Mr R Chandler (Chairman, Open Spaces Committee)

In the Clerk's absence Mr Allan took the minutes.

1. Apologies were received from Dr R Pawsey and Mrs J Huggett (Clerk).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ASSISTANT CLERK - JOB DESCRIPTION/TERMS OF EMPLOYMENT

Job Description: After much discussion it was agreed to use the NALC Job Description for a Parish Clerk, with the additional wording at the beginning "To assist the Town Clerk in the following duties as required:"

Paragraphs 15 to 18 would be prefaced with the following words "To work towards the following objectives:"

An additional paragraph (19) would be added reading "To carry out any other reasonable duties the Council requires".

Hours: It was agreed that there should be a maximum of 8 hours per week. Chair to discuss further with the Town Clerk.

Salary: It was agreed that the post should be at the SCP16 point on the scale.

Advertising: It was agreed that the post should be advertised in the Observer and also the County Times for two consecutive weeks, and on the SALC web-site.

4. GRANT TO PETWORTH FESTIVAL

It was unanimously agreed that were unable to make a grant at this time as the application did not meet the criteria specified. Recommendation will be made to full council meeting.

There being no further business the meeting closed at 7.58 pm.