



**FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting held on Monday 29 August 2019 at 7.00pm  
in the Ellendune Community Centre

**Present** Cllr J Hewer (Chair)  
Cllr H Hodd  
Cllr L Campisano  
Cllr C Clark  
Cllr H Dosanjh  
Cllr G Overbury  
Cllr A Richards

**Clerk** Oliver Armstrong (Administration Officer)

**FGP/052** **Apologies**  
No apologies were received.

**FGP/053** **Declarations of Interest & Applications for Dispensation**  
There will no declarations of interested or applications for dispensation.

**FGP/054** **Public Questions**  
There were no members of the public present.

**FGP/055** **Exclusion of Press and Public**  
Members **RESOLVED** in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.  
Reason: Staff matters.

*The Administration Officer left the meeting at 7:01pm*

**FGP/056** **Staffing Matters**  
Members discussed the resignation of the Clerk and the future vacancy.

*Cllr Dosanjh left the meeting at 7.45pm.*

Members **RESOLVED** to accept the Clerks resignation and members **NOTED** the two month notice period concluding on 25 October 2019.

Members **RESOLVED** to advertise the job of Clerk/RFO externally and internally. A minor amendment would be made to the previous job description to include occupational standards. Members agreed that the pay scale will be set at SCP 28-32. A copy of the job advertisement appears as appendix A in the confidential minute book.

Members **RESOLVED** that the job advert will be published as soon as possible. The advert will remain open for a two week period and interviews will be organised for a week after the closing date.

*The Administration Officer re-entered the meeting at 7:55pm*

The meeting closed at 7.56pm

Signed.....

Date.....

Chairman of the Council