

Minutes of a Meeting of the Deputy Town Clerk Designate Committee, held at the Town Hall, Rye, on Tuesday 18 September 2018

PRESENT Councillors Mike Boyd (Mayor), John Breeds, Bernardine Fiddimore, Rebekah Gilbert (Deputy Mayor).

IN ATTENDANCE Richard Farhall – Town Clerk

The meeting commenced at 7.12pm and was chaired by the Mayor.

20 APOLOGIES

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllr Justin Erswell (**Committee Chairman**) and Shaun Rogers.

21 CODE OF CONDUCT: DISCLOSURES OF INTEREST

There were no disclosures of interest nor requests for a dispensation.

22 MINUTES

RESOLVED To adopt the Minutes of the meeting held on 29 August 2018 (DTCD03) as a correct record.

23 MATTERS ARISING

There was none.

24 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2), to exclude the public and press on the grounds that item 25 is likely to include personal information relating to those who have expressed interest in the Deputy Town Clerk Designate post.

25 SELECTION

It was noted that candidate B had, on 12 September, advised that she was unable to attend the final interview date offered to her (17 September 2018) on health grounds.

The Committee considered/reviewed each candidate’s Expression of Interest form, the post person specification, the post outline, the summary of the interview of candidate A, the likely additional cost in the first year (2019-20) - and legal advice received in relation to the selection process and another (linked) development pertaining to candidate B.

Members were minded to appoint candidate A and agreed the reasons for this decision.

RESOLVED To appoint candidate A, Jessica Neame, to the post of Deputy Town Clerk Designate. **Clerk**

Members then considered the (mutually agreed) provisional terms & conditions and provisional job description – as well as the estimated additional cost (2019-20) associated with the post.

RECOMMENDATION That the provisional job description and provisional summary of terms & conditions be approved.

Finally, Members agreed to make a number of additional recommendations relating to the General Assistant post and the Clerk's impending period of absence.

The meeting ended at 7.34pm.

Date Chairman