



# Ross-on-Wye Town Council

**Minutes** of the Extra Ordinary meeting of the **Finance & Personnel Committee**  
held on Wednesday 21<sup>st</sup> March 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor V Coker, Councillor P Cutter, Councillor J Hyde & Councillor J Roberts  
Ex Officio Member: Councillor N Gibbs

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

Councillor Roberts (Deputy) took the chair in the absence of Councillor Gren

**FP18/03#18 Apologies for Absence**  
Councillor Gren – Conflicting Engagement

**RESOLVED – to accept the apologies given.**

**FP18/03#19 Declarations of Interest**  
None

**FP18/03#20 Dispensations**  
None

**FP18/03#21 Public Participation**  
There were no members of the public present

**FP18/03#22 To resolve to exclude members of the press and public**  
[Public Bodies \(Admission to Meetings\) Act 1960](#)  
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

**FP18/03#23 Employment**

- i) To consider for approval the Person Specifications and Job Descriptions for the following posts;
- Amenities Manager
  - Finance & Administrative Assistant
  - Amenities Sites Operative
  - Projects Officer

There was approval to include within the person specifications text to indicate a willingness to undertake appropriate training.

**RESOLVED – to approve the Person Specifications and Job Descriptions as detailed.**

- ii) To confirm delegated authority to the Clerk for expenditure to advertise the vacancies

The Committee agreed that the adverts would be placed internally on the Council's website, Facebook page and Notice Board. In addition, costings would be sought in relation to advertising in local publications with delegated authority for the clerk to approve expenditure once this information had been circulated to the Committee for feedback. It was agreed that if there was no charge to advertise at the Job Centre this would also be included.

- iii) To authorise the Town Clerk to manage the recruitment process, up to and including the appointment, in consultation with the chairmen of the Amenities Committee and Finance & Personnel Committee.

The Clerk was given delegated authority in consultation with the Amenities and Finance & Personnel Chairmen to recruit and appoint to the vacant posts within the new structure.

**FP18/03#24 Finance**

- i) To approve pre-payment of HALC invoice for 2018/19 subscription at a cost of £2053.33 plus vat from the 'subscriptions' budget 2018/19.

Proposed: Councillor Cutter  
Unanimous

Seconded: Councillor Hyde

**RESOLVED – to approve the expenditure of £2053.33 plus vat for the HALC Subscription from the 2018/19 budget.**

There being no further business the meeting closed at 8.00pm

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Chairman

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16/4/18  
Date