



Full Council Meeting 24 August 2021

Appointment of Town Clerk

For Approval

1.0 Purpose of the Report

1.1 To arrange for the appointment of a permanent Town Clerk

2.0 Background Information

2.1 Town Clerk resigned from their position on 31 July 2021. Within their contract they must give three months notice period to the Council.

2.2 The current Town Clerk will finish on 31 October 2021

Legislation

Equality and Diversity Policy

Recruitment and Selection Policy

Accessibility Implications - *Have the recommendations in this report taken in to account the need for Council services and information to be accessible for people with a Disability and if so how is this illustrated.*

The position will be open to any applicants.

Climate Emergency Implications - *Demonstrate any environmental consequences and how these would be addressed*

Consideration given to some home working to cut down on travel to the Council offices.

Financial Implications

To approve job advert costs with Guardian at a cost of £680 plus vat

Recommendation(s)

- (a) To note resignation received
- (b) To approve Job Description
- (c) To approve Job Advert and Timescales
- (d) To approve cost of advertisement
- (e) To appoint a selection and interview panel

Reasons for recommendation(s)