

Frodsham Town Council
Meeting of an Extraordinary General meeting of
The Policy and Process Committee
held on Monday 12 September 2016 at 7.00 pm
In Castle Park House, Frodsham



Present: Cllrs J Critchley (Chair), D Critchley, R Hyde, M Nield, A Oulton, F Pennington and M Poulton.
 Mrs H Catt (Town Clerk)

In Attendance: Cllrs V Kirk and P Williamson

Meeting 5

No	Item	Note/Decision/ Action
48	Apologies for Absence	Cllr M Parker
49	Declarations of Interest	None.
50	Office Manager Vacancy	<p>It was noted that Mrs A Scriven has tendered her resignation & termination of employment as Office Manager at end of September.</p> <p>The recruitment pack & timetable were discussed and minor amendments suggested. It was agreed the post would be 20 hours a week Administrative Officer. Adverts will be posted on our website, facebook page and the Rotunda, and also sent to CHALC and Job Centre. It was suggested that there should be an Admin test on the day.</p> <p>The interview panel will be Cllr J Critchley, Cllr F Pennington and TC. They will meet to finalise the pack and timetable, and these will be circulated to Council.</p> <p>Interim Arrangements</p> <p>It was agreed to ask if Mrs Scriven would agree to complete the Over 70s Voucher on a contractual basis. To be agreed at the next P&P meeting – R1.</p> <p>Committees will try to be more self-serving so as not to increase TC's workload.</p> <p>Temp support – it was agreed not to consider this at the moment.</p>
51	Date of next meeting	21 September

Meeting ended: 8.30pm

R1: To agree contractual arrangements for Over 70s Voucher work.

Members: Cllrs D Critchley, J Critchley, M Nield, A Oulton, M Parker, F Pennington, M Poulton and T Reynolds