



Minutes from the **Policy, Process & Revenue Committee** held on **Tuesday 11th October 2022** in **Gallery 2, Castle Park Arts Centre**

POLICY, PROCESS & REVENUE COMMITTEE MINUTES

Meeting 3

Attended by: Cllr McKeown (Chair), Cllr Griffiths, Cllr Hayes & Cllr Stockton & L Bosman (Administrative Officer)

1. Apologies for absence

To receive apologies and consider acceptance.

RESOLVED: Apologies were approved as follows: Cllr Griffiths, Cllr Stockton & J O'Donoghue (Town Clerk)

2. Declarations of interest

To note any declarations of interest

NOTED: There were no declarations of interest.

3. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

NOTED: No member of the public attended the meeting.

4. Actions from the previous meeting

To note actions taken since the previous meeting held 5th September 2022

5	Minutes from 27-06-2022	Approved and signed	
6	Accounts pack July 2022	Approved and signed	
7	Recommendations from Staffing sub-committee	Approved	
8	Appointment of external auditor	Approved	
9	Communication & media policy	Approved	
10	Grant scheme	Approved	To be published
11	Over 70s scheme	Approved	To be published

NOTED: The actions were noted.

5. Minutes of the meeting held on 5th September 2022

To agree and sign the minutes as a true record.

RESOLVED: The minutes were approved and signed.

6. Exclusion of press and public

7. Recruitment of Locum Town Clerk

(a) To consider the CV and references of an external candidate (recommended by ChALC).

NOTED: The CV was noted.

(b) To note the recommendations of FTC Chair following a virtual interview held on 30th September and subsequent meeting held on 6th October.

RESOLVED: The recommendations were approved.

(c) To approve the appointment of an external candidate to the position of locum Town Clerk for a minimum 3-month period.

RESOLVED: The appointment was approved.

8. Close of meeting