



## **MINUTES OF MARTHAM PARISH COUNCIL** **PERSONNEL COMMITTEE MEETING**

**Wednesday 29<sup>th</sup> March 2017 at 7.30pm**

Parish councillors present: Cllrs Bradford (Chair), Henning, Sutton, Watson.  
Clerk: Mrs S Hunt

### **1. ATTENDANCE**

There were no apologies for absence.

### **2. DECLARATIONS AND DISPENSATION**

None.

### **3. MINUTES OF THE PERSONNEL MEETING HELD ON 4<sup>th</sup> JANUARY 2017**

The above were PROPOSED Cllr Sutton, seconded Cllr Watson and signed as a true and correct record of the meeting.

### **4. TO CONSIDER EMPLOYMENT OF CARETAKER ON SHORT TERM CONTRACT – 3 MONTHS.**

- 4.1 Job Description was reviewed, and agreed document is attached.
- 4.2 Person Specification was reviewed and agreed document is attached.
- 4.3 Advertisement was discussed based on the above. Closing date to be 25<sup>th</sup> April 2107. Clerk to advertise on noticeboards, social media, and Universal Jobmatch.
- 4.4 Contract to be drafted, and available to next meeting when applicants are considered.

### **5. Items for next agenda.**

Meeting to be scheduled for **TUESDAY 25<sup>th</sup> April 2017.**

To review applicants, agree contract, agree interview dates and panel.