

STALHAM TOWN COUNCIL

Minutes of the Finance Admin and GDPR Committee
Held on 22nd June 2020. Via zoom

Present: Mrs Eden (Chair), Mrs Baker (non voting) Mr Bayes (non voting) Mrs Gelinas , Mr Lilley (non voting) Miss S. Thomas, Mr. Toone (non voting) , Mr McWilliams , Mr Wilson & Mr Woodhouse
In attendance: Clerk S Wellerd.

- 1 **Minutes of last meeting approved as an accurate record of the meeting.**
- 2 **Apologies: None**
- 3 **Declaration of Interest none.**
- 4 **Public Questions or comments. None present**
5. **To consider Town Clerk Recruitment process.**
 - a. **Appointment of interview and selection panel**
Mrs Eden, Mr McWilliams and Miss Thomas. Mr Toone – co-opted by the Committee as a reserve member of the panel assisting in the short listing process.
 - b. **Noted job description (as previously approved)**
 - c. **To consider person specification**
Agreed as circulated
 - d. **Noted application form-** as circulated
 - e. **Approved advertisement -** as circulated
 - f. **To agree dates for interview-** Early August and to be confirmed
6. **To receive a report in respect of the Town Council Website accessibility**
Members noted the report and the legislative requirement for compliance by September 2020.
Recommend: New website (Wix) and training to be commissioned from Steve Jackman – budget £500
7. **Reviewed the records management policy**
No changes required
8. **To items for future agenda**
 - a. It was agreed that committees would be asked to consider preparation of outline 5 year budget, this to then inform whole Council budget process.
9. **Date of next meeting**
To be confirmed

Meeting closed at 7.55

Mrs S Wellerd

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