

**HYTHE AND DIBDEN PARISH COUNCIL**

Minutes of the meeting of the  
Personnel Committee  
held at The Grove, St John's Street, Hythe  
on Tuesday 23<sup>rd</sup> May, 2017 at 6.00 pm

**Councillors:**

- a J Binns (ex officio)
- p E Davey (Chairman)
- p M McLean (ex officio)
- a M Short
- p M Wade
- p C Harrison

**Officers in attendance**

Mrs S Bennett (Clerk to the Council)  
Mr S Spencer (Deputy Clerk to the Council)

367/16 **Apologies for Absence**

Cllr James Binns and Cllr Mike Short

368/16 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations made.

369/16 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 14<sup>th</sup> March 2017 were taken as read and signed by the Chairman.

370/16 **Finance Officer**

Members agreed the draft job description for the Finance Officer and the recruitment process as proposed by the Clerk. Members agreed that subject to the results of the recruitment process that a reduction to four days a week be considered. If the post be reduced the one day to be added to an administration role. The Committee thanked David Melsome for his work and commitment to the Council and wished him well in his new post.

371/16 **Parish Development Officer**

Members agreed the revised job description for the Parish Development Officer.

372/16 **Exclusion of Press and Public**

RESOLVED

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

373/16 **Handy Trust**

Members considered the draft Service Level Agreement and subject to the changes agreed recommended to Council that this be adopted

The meeting closed at 7.15pm.

Chairman

Date

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