

## St Clears Town Council

### Minutes of the meeting of the Town Council held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears on Tuesday 11<sup>th</sup> June 2013 at 7.40pm

Present:

Councillors , L. L. ap T. Davies, R. G. Edwards, E. H. Eynon, K. A. Major,  
Mrs J. S. V. Rees, P. J. Rogers, S.J. Runnett and Mrs H Witt.

In the Chair - Councillor Mrs J. S. V. Rees (Town Mayor)

#### **23. Apologies**

Apologies for absence were received from Councillors C. M. Davies and Dr W. E. V. J. Davies, .

#### **24. Public and Press**

**RESOLVED** that the public and press be excluded from the meeting by virtue that the business to be transacted entailed the terms of service of employees.

#### **25. Post of Clerk.**

The meeting proceeded to consider the various options open to the Town Council to fill the resultant vacancy following the resignation of Mr Lynn Bowen due to ill health. Specimen job descriptions and adverts had been circulated for the use of members.

**RESOLVED** that i) a suitable job advert be placed in the first available issue of the Carmarthen Journal and the Western Telegraph; ii) an appropriate advert be included on both the Carmarthenshire and Pembrokeshire County Councils' web sites and the Town Council's own website and in addition One Voice Wales and the Society of Local Council Clerks websites iii) a suitable job description as agreed be provided to all candidates iv) Councillors R. G. Edwards, P. J. Rogers and S. J. Runnett together with Acting Clerk be granted the necessary authority to finalise a person specification for the post v) Councillor S. J. Runnett be asked to make any necessary arrangements relative to availability of background information on the Town Council's web site relative to the authority and its area, vi) the Town Council reaffirms its position relative to the Clerk's salary being based in accordance with the scale applicable to profile 3 - below the substantive benchmark range - Scale LC3 points 39 - 42. vii) Tuesday 9<sup>th</sup> July be agreed as the closing date for the receipt for all applications viii) special meetings of Council be convened on Wednesday 17<sup>th</sup> July to consider short listing applicants and on 30<sup>th</sup> July to proceed with the interviews.

Meeting terminated 9.30pm