

**Minutes of an Urgency Committee Meeting  
Carterton Town Council  
24 August 2020 at 0930 hrs**

Cllr M Mead (Chair)  
Cllr N Leverton (Deputy Chair)  
Cllr J Bull (Chair of Administration)  
Cllr D Wesson (Deputy Chair Amenities and ER)

Officer Present: Ron Spurs, Town Clerk

1. Declarations of Interest

None.

2. To Approve/Not Approve accounts for payment – circulated separately

The Payment requests previously circulated were APPROVED.

3. To consider a Grant Application by the Allotment Society.

The Committee examined the Application and considered that it would be most beneficial to the Allotment Society to make a Grant of £2,000 to the Society.

The Committee expressed their thanks to the new team at the Allotments who are working very hard to maintain two sites.

4. To Approve/Not Approve the temporary appointment of Accountants to carry out routine financial administration for the Council. Report from Town Clerk

The Committee discussed the report by the Town Clerk and APPROVED the appointment of DCK Accounting Services Ltd. The company will provide accountancy and financial operational support to the Council in accordance with the contract specification agreed between both parties.

5. To Approve/Not Approve the job specification and process to appoint an Administrative Assistant (Finance). A job specification was attached.

The Committee examined the draft job specification for a Financial Assistant provided by the Town Clerk and commented how detailed and thorough the document was.

The Committee decided to defer further discussion regarding staff recruitment until September 2020.