

Carterton Town Council

Minutes of Urgency Committee

Monday 27th September 2021, at 0915 am

Present:

Cllr N Leverton, Chairman

Cllr J Bull, Chair of Administration Committee

Cllr M McBride, Chair of Amenities and ER Committee

Cllr C James, Chair of Planning Committee

1. Apologies
None
2. Declarations of Interest
None
3. To Approve/ Not Approve a job specification for a Deputy Town Clerk Post.
The Committee were made aware that the Amenities Officer, Teresa Whitford, intended to retire from the Council on 30th November 2021.
The Committee considered the long term staffing levels required within the Council and Approved the advertisement of a Deputy Clerk post SCP Range 26-29.
4. To Approve/Not Approve a sum up to £500 for recruitment purposes.
The Committee Approved the expenditure of £500 for recruitment of a Deputy Town Clerk.



Deputy Town Clerk

Council: Carterton Town Council

County: Oxfordshire

Salary: SCP Range: 26-29 (up to 27k pa)

Closing date: 31/10/2021

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