

**Minutes of Personnel and Estate Committee Meeting held on Wednesday 16<sup>th</sup> December at 3.45 p.m. in the Village Hall Committee Room**

Present: Cllrs Garland (Chairman), Mason, and Pratt.

1. **Apologies** for absence were received from Cllr Frost (away) and Duffin (ill).  
Cllrs Garland and Mason substituted.
2. **Minutes** of the last P & E Committee meeting, held on Wednesday 16<sup>th</sup> December 2014, were read by the Clerk, and approved (proposed Cllr Pratt, seconded Cllr Mason.)
3. **Declarations of interest:** None.
4. **Clerk’s replacement.** Cllrs approved the draft ad prepared by the Clerk, and reviewed the standard job description from her contract. The vacancy will be advertised informally in the local free press, Marshwood Vale Magazine, SLCC mailing list, and a paid ad in the Lyme News; also online on Facebook and the web site. Closing date for applications mid-February. Clerk to prepare a clear description of what the job entails as the formal job spec is so legalistic. Committee to approve this before it is made public.
5. **Handover period.** Ideally, a candidate will be appointed in time for the current Clerk to hand over in March, but if necessary, she is prepared to do some work on an hourly basis in April.

There being no other business, the meeting closed at 4.15 p.m.

Signed: .....(Chairman)      Date: .....