

Minutes of the Admin and Finance Sub-Committee meeting held on 14th December 2015 at Escrick Village Hall

Present: Cllr S Cunningham
Cllr M Luscombe
Cllr J Goode

L Reader (Clerk)

1. To receive apologies for absence
Cllr E Casling

2. To discuss all aspects of the appointment of a new Clerk

The application form, job advert, job description, person specification and interview questions were all reviewed and some minor amendments were made.

In the case of the job description, it was felt that this could be reviewed after the appointment of the new clerk.

The Clerk agreed to place the advertisement on the website, notice board and YLCA notice board.