



## Sandown Town Council

Mrs Valerie Taylor M.I.L.C.M.

Town Clerk

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### A MEETING OF SANDOWN TOWN COUNCIL WAS HELD AT 2.30 PM ON TUESDAY 9<sup>TH</sup> AUGUST 2011 AT THE BROADWAY CENTRE.

**MEMBERS PRESENT:-** Cllr Humby, Cllr Mereweather, Cllr Cowley, Cllr Blezzard and Cllr Beever.

**674/11 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Beasley, Cllr Dupre, Cllr Patel, Cllr Teasdale Cllr Ward Cllr Stephenson.

**675/11 TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Blezzard declared an personal interest as a member of Havenstreet and Asheby Council, an executive member of IWALC

**676/11 TO DECIDE ON ALLOCATION OF GRANTS FOR 2011.**

The Council decided to defer this agenda item to another day when more members of the Council could be present.

**677/11 TO DECIDE ON TERMS OF REFERENCE FOR:-**

**SANDOWN COMMUNITY COMMITTEE  
FINANCIAL AND GENERAL PURPOSES COMMITTEE.**

The Council decided to defer this agenda item to another day when more members of the Council could be present.

**678/11 TO AGREE TO ADVERTISE AND APPOINT A CLERICAL ASSISTANT FOR SANDOWN  
TOWN COUNCIL**

The Clerk presented the case to appoint a part time Clerical Assistant instead of the post that was advertised previously as she had reviewed what was needed in the office. She circulated a job description and person specification.

**RESOLVED:-**

THAT a temporary Clerical Assistant be appointed for three months on spinal point 7 and that the Clerk could go ahead and fill the vacancy.

**Signed**

**Date**