

MINUTES OF A SPECIAL FINANCE, POLICY & ADMINISTRATION COMMITTEE MEETING HELD ON MONDAY, 17 MARCH 2008 AT 7.00 PM IN THE ROBING ROOM, THE CASTLE, HERTFORD

PRESENT: Councillor Miss C J Geall, in the Chair

Councillors J F Cook, J C Hedley, Mrs S M Newton,
Mrs L E Radford, P A Ruffles and Miss J C S Sartin

IN ATTENDANCE: Councillor Mrs H P Durbin
Councillor D R Poole
Councillor N Wilson
Ms N L Villa, Town Clerk
Mrs M E Aldrich, Administrative Secretary

268. **APOLOGIES FOR ABSENCE** There were none

269. **DECLARATIONS OF INTEREST** There were none

270. **EXCLUSION OF THE PUBLIC**

It was agreed that in view of the confidential nature of the following items, which related to the business matters of other individuals and organisations, the public be excluded whilst the following items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972

271. **STAFF – ASSISTANT TO THE TOWN CLERK & ADMINISTRATIVE SECRETARY**

The Committee considered the proposals for review of staff and administrative support arrangements following the retirement of the Administrative Secretary in August 2008.

It was agreed that the proposals set out in the report be accepted.