

110 RYE TOWN CLERK RECRUITMENT

At the time of writing, despite advertising in all the right places, thus far, we have received 7 applications. Six have no parish/town clerking experience (considered to be an essential requirement). The seventh is a serving, qualified Clerk – but is currently able to work 24 hours Mon-Wed – and Mon eves and civic events at weekends only. (The post is advertised as full-time – 37 hours.)

The deadline for completed application forms is midnight on Sunday 7 December – with shortlisting scheduled for 10 December and interviewing on 15 December.

If there is a dearth of suitable applicants by next Monday morning (8th) it is recommended that the recruitment process be paused, with applicants being advised that the post will be re-advertised in January. In the interim – as part of the annual budget setting process – RTC can assess whether a higher salary could be justified.

The *provisional* timetable following is suggested:

8 Dec Council meeting – when RTC agrees whether to accept the assets offered by RDC ‘in principle’ (subject to confirmation in Jan).

9 Dec Applicants advised post will be re-advertised in January.

9 Dec to Christmas Draft 2026-27 Budget prepared (Assuming ‘in principle’ acceptance: incorporating the estimated costs associated with the assets offered - including increased Clerk salary).

Draft budget completion to 5 Jan Budget Advisory Group (BAG) members consider Draft 2026-27 Budget.

5 Jan BAG meets

12 Jan Council Budget meeting (brought forward from 26 Jan)

13 Jan (Assuming no further Council Budget meetings required) Re-advertise Clerk post (and advise RDC which – if any – assets RTC intends to accept).

1 Feb Closing date for applications.

4 Feb Shortlisting

9 Feb Interviews

28 Feb To increase the chances of there being a handover: Current post holder defers full retirement to 31 March.