



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Wednesday, 13th September 2017, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris, Mrs E Brookes-Hocking and Mr F Letch

In Attendance: Mrs Clare Dalley Town Clerk

29. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mrs H Zorlu. (Proposed by Cllr Harris)

30. Declarations of Interest

None declared.

31. Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 25th July 2017, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 25th July 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

32. Matters Arising

There were no matters arising.

PART TWO

33. It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Harris)

34. To assess the applications received for the position of Administrative Assistant and shortlist candidates for interview. Copies of the applications had been issued with the agenda. The ten applications received were assessed and five applicants were shortlisted for interview. It was **resolved** that following the interview process the interview panel would appoint the most suitable candidate to the position of Administrative Assistant. (Proposed by Cllr Letch)

It was **resolved** all other applicants would be written to thanking them for their application and explaining that they had been unsuccessful on this occasion. (Proposed by Cllr Letch)

35. To agree the interview process including who will be present and the tests to be completed by candidates.

It was **resolved** for the interview panel to consist of Cllr Letch, the Town Clerk and the Assistant Clerk. (Proposed by Brookes-Hocking)

JA

It was **resolved** for each interviewee to complete two administrative tests. (Proposed by Cllr Harris)

Due to the confidential nature of this item, no further information can be released at this time.

36. Close

The meeting closed at 6.45 pm

Signed.......... Date 10-10-17.....
(Chairman)