

AXMINSTER TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY MEETING OF THE EMPLOYMENT COMMITTEE

Held at The Guildhall on Monday, 30th November 2015 at 4.00 p.m..

PRESENT: Chairman : Town Mayor, Cllr. D.R.H. Hull
Councillors : Cllr. P.G. Hayward and Cllr. Miss J.W. Raymond.

Town Clerk
0 Members of the Press
0 Members of the Public

1. APOLOGIES : Deputy Mayor, Cllr. G.S. Godbeer; Cllr. Mrs. Hull, Cllr. Mrs. Spiller and Cllr. J.W. Walden .

2. MINUTES OF THE PREVIOUS MEETINGS: the minutes of the meetings held on 13th October 2015 having been approved and adopted by the Town Council were signed by the Chairman.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING: Cllr. Hayward suggested that in future any posts advertised should include a pro-forma response sheet as he felt that this would make it easier to compare applications. He suggested, also, that the form should include a question asking applicants to declare whether they were related to or were good friends of any member of the Council or its staff.

Cllr. D.R.H. Hull proposed that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted Cllr. Hayward seconded the proposal. Carried.

5. CONSIDERATION OF APPLICATIONS FOR POSITION OF RESPONSIBLE FINANCIAL OFFICER AND ASSISTANT TOWN CLERK: Eleven applications had been received and circulated to members of the Committee. Following discussions, a short-list of four candidates for interview was agreed.

The Town Clerk will notify the candidates of the outcome of these deliberations.

6. COMPOSITION AND TERMS OF REFERENCE OF INTERVIEW PANEL: It was agreed that the interview panel should consist of four Councillors selected from Cllrs. Godbeer, Hayward, Mrs. Hull, Miss Raymond and Mrs. Spiller according to availability. It was agreed that the interviews should be conducted consecutively in one session. It was agreed that the Interview Panel should be deemed a working party and should meet to discuss the format of the interviews and arrange a date for these.

Signed Date