

# Minutes of Prees Parish Council's Personnel Committee Meeting held at Prees Village Hall on Tuesday 5th July 2016.

Present were Cllrs P Gill (Committee Chairman), Mrs S Short, M Lanham, J Whelan, Mrs B Finch, R Hirons and Mrs L Rumney Clerk to the Council.

No Apologies.

Disclosure of Interests: none declared.

## 074/16 Election of Chairman of the Personnel Committee.

Proposed by Cllr J Whelan, seconded by Cllr Mrs S Short that Cllr P Gill be elected Chairman of the Committee. All agreed and Cllr P Gill took the chair.

## 075/16 Exclusion of Prees and Public.

*To resolve: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential and personal nature of the business to be transacted.*

1. Cllrs approved the full advert for recruiting a new Clerk and a shortened version to go in the Shropshire Star. The Job description and person specification documents were approved. Proposed by Cllr P Gill, seconded by Cllr Mrs S Short that the Clerk should set up a new email account to deal with applications, the application pack consisting of the full advert, job description and person specification should be available to download from the Parish Council web site. Clerk to post advert on Government site - Universal Jobmatch, circulate via SALC and SLCC and put on the Parish notice boards. Clerk to submit the shortened advert to the Shropshire Star for inclusion in their 7th July edition and on their web site for two weeks after at a cost of £165.00 +VAT. **All agreed.**
2. Proposed by Cllr J Whelan, seconded Cllr M Lanham that the applications should be by CV, no more than 2 sides of A4, with a covering letter, applicants to disclose unspent convictions – Clerk to check legislation- and to indicate where advert seen. Clerk will receive the applications. **All agreed.**
3. Proposed by Cllr P Gill, seconded by Cllr J Whelan that the interview panel will consist of Cllrs R Hirons, Mrs S Short and M Lanham. Applications will be sorted and applicants selected for interview by the panel with assistance from Cllr J Whelan over the 28<sup>th</sup> to 31<sup>st</sup> July. **All agreed.**

*Meeting closed at 8.05pm.*

CHAIRMAN .....

DATED .....

23/2016