

Minutes of the **Town Council** meeting
held in the Council Chamber, The Council Offices, North Street, Ilminster,
on Tuesday 28th January 2020 starting at 19.15hrs

Present:

Chair: Cllr S Shepherd

Councillors: Cllr J Dewick, Cllr M Gunn, Cllr V Higgins, Cllr M James, Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr R Swann, Cllr L Taylor, Cllr F White and Cllr L Wilcock.

In Attendance Mr S Fletcher (Admin Officer) Miss J Norris (Town Clerk)

753 Apologies for Absence

An apology for absence was received from Councillor Burton.

754 Declarations of Interest

No declarations of interest were made regarding any items on the Agenda.

755 Minutes

The minutes of the meeting held on **21 January 2020** were not available and will be presented at the next Town Council meeting.

756 Exclusion of Press and Public

RESOLVED to exclude the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), for Agenda Item 5 Appointment of Town Clerk due to the confidential nature of the business to be transacted i.e. i.e. personal information and items subject to negotiation.

The report relating to this item had been withheld from public circulation and deposit

757 Appointment of Town Clerk

Interviews took place on 18th January for the Deputy Town Clerk post and the Recruitment Panel identified the candidate they wished to appoint to the role.

The Panel also felt that one of the candidates interviewed had qualities and transferable skills relevant to the Town Clerk role and recommended to Council that they consider the persons employment in the Town Clerk role.

A copy of the candidate's application form was provided to Councillors.

Issues discussed or raised during consideration of this matter included:

- time and money would be saved if there was no need to run a full recruitment process including advertising and interviews
- the job description and person specification for the Town Clerk role had been prepared ready for a recruitment process to be started
- the Town Council must appoint staff to post on merit and should be able to provide evidence of how any employment decision was reached
- there is no legal requirement to advertise a position

RESOLVED

P.A.B

- (i) to accept the recommendation of the Recruitment Panel to make an appointment to the Town Clerk role
- (ii) that an offer of employment as Town Clerk is made to Hayley White
- (iii) the offer will be conditional upon the receipt of satisfactory references and medical information
- (iv) as a condition of employment the candidate is expected to complete the Certificate in Local Council Administration within 1 year of starting in the role.

The meeting closed at 19:32hrs.

P. Burton 15/5/20