



Minutes of the Personnel Committee held on 20th November 2024 in Hwb Rhuddlan, with hybrid facilities available.

1. **PRESENT** – Cllrs. Mike Kermode (Chairman and Personnel Adviser and Clerk for the Committee), Jackie Burnham and Val Simmons; together with the Town Clerk.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – None
4. **PART 2 BUSINESS** – It was proposed and **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **STAFFING MATTERS:**

Assistant Town Clerk Vacancy – Shortlisting and Interviewing of Candidates.

Four applications had been received from S.B., M.D., M.F. and G.W. The application forms had been pre-circulated to members. The committee considered the applications in detail in the context of the job description and the person specification.

It was **agreed** that three of the candidates be invited for interview on the evening of Wednesday 27th November – the interviewees being M.D, M.F. and G.W.

The committee discussed and **agreed** the timetable and arrangements for the interviews. The key questions for the candidates would be drawn up by the Town Clerk.