

## **CLOSED SESSION MINUTES**

Notes of a Staffing Meeting held at the Guildhall, Mill Street, Ludlow on **MONDAY 5<sup>TH</sup> SEPTEMBER 2022** at 9.30am

### **ST/68     PRESENT**

Chair:                    Cllr Lyle

Councillors:          Waite

Officers:                Gina Wilding, Town Clerk  
                              Naomi Brotherton, Senior Admin Assistant

### **ST/69     APOLOGIES**

Apologies had been received from Councillors Garner, Gill, Ginger and Pote.

**ST/70**     The Meeting was not quorate.

Short-listing continued under the Town Clerk's Delegated Authority.

Record of decisions made under Delegated Authority

**1) SHORT-LISTING FOR THE POST OF FINANCE ASSISTANT**

That candidates 1, 2, 3, and 4 are invited for interview.

**2) INTERVIEW TIMETABLE AND PANEL**

Agreed that:-

- i) the interview date is Tuesday 13<sup>th</sup> September 2022.
- ii) the timetable for the day is approved.
- iii) the Interview Panel consists of the Town Clerk, Deputy Town Clerk and Councillors Lyle and Waite.
- iv) the remainder of the Staffing Committee Members are invited to fill the remaining panel space.