

## **CLOSED SESSION MINUTES**

Closed session minutes of a zoom meeting of the Staffing Committee held on **WEDNESDAY 28<sup>TH</sup> APRIL 2021** at 9.30am.

### **ST/84     PRESENT**

Chair:                    Cllr Lyle

Councillors:          Garner and Pote.

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

### **ST/85     VIRTUAL MEETING WELCOME**

The Chair welcomed everyone to the virtual Staffing Committee meeting, and introduced the Councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda. During the period between the notice of the election on 15 March 2021 and the election itself on 6 May 2021, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

**ST/86      RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

**ST/87      APOLOGIES**

Apologies were received from Councillor Cobley, Gill and Sheward.

**ST/88      DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None declared

Conflict of Interest  
None declared

Personal interests  
None declared

**ST/89      PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/90      EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (unanimous)    DL/RP**

That the public and press be excluded and the meeting continue in closed session.

**ST/91     SHORT-LISTING CRITERIA**

**RESOLVED (unanimous) DL/RP**

That the short-listing criteria is approved.

**S/92     SHORT-LIST FOR THE POST OF ASSISTANT GROUNDS  
PERSON/MARKET ASSISTANT**

**RESOLVED (unanimous) DL/RP**

That applicants 1, 5, 6, 9 and 10, be invited for a face-to-face interview on Wednesday 5<sup>th</sup> May 2021.

**ST/93     INTERVIEW QUESTIONS**

**RESOLVED (unanimous) DL/EG**

To approve the interview questions for the DLF Grounds Person/Market Assistant.

**ST/94     INTERVIEW PANEL FOR THE POST OF DLF GROUNDS PERSON/MARKET  
ASSISTANT**

**RESOLVED (unanimous) DL/EG**

To approve the Interview Panel for the post of DLF Grounds Person/Market Assistant as the Town Clerk, Deputy Town Clerk and Councillor Pote.

The meeting closed at 10.16am.

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Chairman

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Date