



## LUDLOW TOWN COUNCIL

### AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 1<sup>st</sup> May 2019**

## STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the  
Staffing & Appeals Committee  
at the Guildhall, Mill Street, Ludlow  
on **TUESDAY 7<sup>th</sup> MAY 2019 at 10.00 am**

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Short-listing for the post of DLF Assistant Grounds Person*
- *Short-listing for the post of Buttercross Museum Assistant*
- *Select Interview Panel*

**The public may not be present at this meeting because confidential matters will be considered in closed session**



## 1. Health and Safety

Councillors are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

## 2. Apologies

## 3. Declarations of Interests

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

## 4. Minutes - To approve the closed minutes of the **STAFFING & APPEALS COMMITTEE** meeting held on **MONDAY 8<sup>TH</sup> APRIL 2019**.

ITEM	ATTACHMENT
<p><b>5. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move 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.</p>	<p><b>No papers</b></p>
<p><b>6. SHORT-LIST FOR THE POST OF FULL-TIME DLF ASSISTANT GROUNDS PERSON</b> To short-list for one vacancy of DLF Assistant Grounds Person.</p>	<p><b>6</b></p>
<p><b>7. SHORT-LIST FOR THE POST OF PART-TIME BUTTERCROSS MUSEUM ASSISTANT</b> To short-list for one part-time vacancy of Buttercross Museum Assistant.</p>	<p><b>7</b></p>
<p><b>8. TIMETABLE FOR THE INTERVIEW DAY</b> To approve the timetable for the Interview Day – Tuesday 14<sup>th</sup> May 2019.</p>	<p><b>8</b></p>



**9. INTERVIEW PANEL**

- |   |                  |
|---|------------------|
| <b>a)</b> To agree an interview Panel for the Assistant Grounds Person post.    | <b>No papers</b> |
| <b>b)</b> To agree an interview Panel for the Buttecross Museum Assistant post. | <b>No papers</b> |

**M e m b e r s h i p**

Councillors: Jones (Chair); Cobley; Garner, Gill, Ginger; Lyle, Perks; Pote, Sheward and Smithers

**Date of the next Staffing & Appeals Committee meeting:**  
**TBC**