



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 15TH OCTOBER 2014** at **9.30am**.

SA/19 PRESENT

Chairman: Holcombe

Councillors: Jones and Smithers

Officers : Gina Wilding, Town Clerk
 Naomi Brotherton, Secretary/Admin Assistant

SA/20 HEALTH AND SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

SA/21 APOLOGIES

Apologies for absence were received from Councillor Draper.

SA/22 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

Cllr R Jones

Candidate

1

Is acquainted with the candidate

SA/23 MINUTES

RESOLVED (unanimous)

JS/NH

That the minutes of the Staffing & Appeals Committee meeting held on the 11th September 2014, be approved as a correct record and signed by the Chair.

SA/24 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)
JS/RJ

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

SA/25 TIMETABLE FOR THE ADMIN ASSISTANT INTERVIEWS

RESOLVED (unanimous)
NH/RJ

That the timetable for the Admin Assistant Interviews on the 22nd October 2014 be approved.

SA/26 SHORTLISTING FOR THE POST OF ADMIN ASSISTANT

RESOLVED (unanimous)

That six candidates numbered 4, 11, 14,17, 20, 21, be invited for interview on the 22nd October 2014 for the post of Admin Assistant.

The meeting closed at 11.30 am.

Chairman

Date