



## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 29<sup>th</sup> AUGUST 2013** at **9.30pm**.

### **SA/15    PRESENT**

Chairman:            Councillor Toop

Councillors:        Jones; Newbold and Smithers;

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

### **SA/16    HEALTH AND SAFETY**

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

### **SA/17    APOLOGIES**

Apologies for absence were received from Councillors Ginger, Holcombe, Perks and Kemp.

### **SA/18    DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u>               |
|---------------|-------------|-----------------------------|
| Jones         | 5a          | Knows one of the applicants |
| Newbold       | 5a          | Knows one of the applicants |
| Toop          | 5a          | Knows one of the applicants |

### **S/19      MINUTES – 17<sup>th</sup> JULY 2013**

**RESOLVED** (3:0:1)

PT/RJ

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 17<sup>th</sup> July 2013, be approved as a correct record and signed by the Chairman.

**SA/20 EXCLUSION OF THE PUBLIC AND PRESS**

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/PT

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

**SA/21 SHORTLISTING FOR THE POST OF CLEANER – SUNDAY TO WEDNESDAY**

**RESOLVED (unanimous)**

JS/PT

That all candidates be invited for interview.

**SA/22 SHORTLISTING FOR THE POST OF CLEANER – THURSDAY TO SATURDAY**

**RESOLVED (unanimous)**

PT/JS

That all candidates be invited for interview.

**SA/23 INTERVIEW DATE FOR THE POST OF CLEANER**

**RESOLVED (unanimous)**

PT/JS

That interview date for the post of Cleaner for the 5<sup>th</sup> September 2013 is noted and the start time is 9.30 am.

The meeting closed at 11.00 am.

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Chairman

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Date