

# Kington Town Council

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## Minutes of the Personnel Committee Meeting

held on 13<sup>th</sup> June 2022

at The Old Police Station, Market Hall Street, Kington

### Present

Cllr. E. Banks  
Cllr. M. Fitton  
Cllr. E. Rolls  
Cllr. R. Warne  
Cllr. R. Widdowson

### In attendance

Liz Kelso - Clerk

Min Ref.	Agenda item	
Per 019-22	1	<b>Apologies, declarations of interest and requests for dispensation</b> Apologies were noted from Cllrs. R. Banks, R. MacCurrach and D. Redmayne
Per 020-22	2	<b>Minutes of the previous meeting</b> The Minutes of the meeting held on 16 <sup>th</sup> May 2022 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 021-22	3	<b>Engagement of Temporary Staff member</b> After due consideration it was agreed to recommend to full council that authority be given for the engagement of a temporary staff member to assist with the administration of the shop front grant scheme, such engagement to be for up to three months or until the scheme is completed.
Per 022-22	4	<b>Exclusion of the public</b> It was agreed that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3).
Per 023-22	5	<b>Applications for the post of Assistant Town Clerk</b> Members noted a total of four applications received for the post of Assistant Town Clerk and upon review agreed that all four should be shortlisted for interview. It was further agreed that the interview will consist of a short task related test following by the interview and the clerk will circulate suggested interview questions prior to the interview date. A short meeting will take place immediately prior to the interviews to confirm the questions to be asked. Subject to confirmation of availability, the interviews will be held on or during the week commencing 27 <sup>th</sup> June, preferably on a single day.

The interview panel was confirmed as:

- Cllr. E. Banks
- Cllr. D. Redmayne
- Cllr. M. Fitton and
- Cllr. R. Warne
- The Town Clerk.

**Per 024-22**

**6 Date and time of next meeting**

The date and time of the next meeting will be confirmed and is subject to confirmation of the date and time of the interviews for the post of Assistant Town Clerk. The subject of pensions was raised as an agenda item for the next meeting.

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Chair

Date: \_\_\_\_\_