



**Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Wednesday, 10<sup>th</sup> October 2017, at 6.00 pm, at the Council Chamber, Market Street, Credition**

**Present:** Cllrs Miss J Harris, Mrs E Brookes-Hocking, Mr F Letch, Mrs H Zorlu and Mrs A Hughes

**In Attendance:** Mrs Clare Dalley Town Clerk

**37. To receive and accept apologies**

There were no apologies.

**38. Declarations of Interest**

The Clerk advised that she knew one of the applicants.

**39. Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 13<sup>th</sup> September 2017, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 13<sup>th</sup> September 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

**40. Matters Arising**

There were no matters arising.

**PART TWO**


**41.** It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Harris)

**42. To assess the applications received for the position of Administrative Assistant and shortlist candidates for interview.** Copies of the applications had been issued with the agenda. The six applications received were assessed and four applicants were shortlisted for interview. It was **resolved** that following the interview process the interview panel would appoint the most suitable candidate to the position of Administrative Assistant. (Proposed by Cllr Letch)

It was **resolved** all other applicants would be written to thanking them for their application and explaining that they had been unsuccessful on this occasion. (Proposed by Cllr Letch)

**43. Close**

The meeting closed at 6.43 pm

Signed.......... Date 17-10-17.....

(Chairman)