



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 23<sup>rd</sup> February, at 5.30 pm, at the Council Chamber, Market Street, Credition

**Present:** Cllrs Miss J Harris, Mr F Letch, Mr A Wyer, Mr B Dixon, Mrs A Hughes and Cllr L Brookes-Hocking

**In Attendance:** Mrs Clare Dalley, Town Clerk  
Miss Emma Lucas, Assistant to the Town Clerk & Mayor

30. **To receive and accept apologies**  
There were no apologies.

31. **Declarations of Interest**  
Cllr Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

32. **Administration & Personnel Committee Minutes – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 9<sup>th</sup> February 2016, as a correct record.** Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Administration & Personnel Committee Meeting, held on 9<sup>th</sup> February 2016, as a correct record. (Proposed by Cllr Letch)

33. **Matters Arising**  
There were no matters arising.

## PART TWO ITEMS

34. 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 Letch)

35. **To assess the applications received for the position of Receptionist and shortlist candidates for interview.** The nine applications received were assessed, and five 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 Receptionist. (Proposed by Cllr Wyer)

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)

36. **Close**  
The meeting closed at 6.28 pm

Signed: [Redacted] ..... Date: 14-6-16-  
(Chairman)

Initials .....