

**MINUTES OF EDLINGTON TOWN COUNCIL STAFFING COMMITTEE HELD ON TUESDAY 2<sup>nd</sup> NOVEMBER, 2021 AT 10.00AM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON.**

**Present:** Councillors Joan Briggs (Mayor), Steve Reardon and Victoria Whittemore.

**Also in Attendance:** Simon Oldham (Town Clerk) and Mark Caudwell (Cemetery & Grounds Maintenance Supervisor).

**2021.01 Appointment of Chairperson for recruitment to this staff vacancy.**

**RESOLVED** that the Deputy Mayor, Councillor Steve Reardon be appointed as Chair for recruitment to this vacancy.

**2021.02 To consider and approve apologies for absence.**

None.

**2021.03 To consider motions for the variation to the order of business (if any).**

None.

**2020.04 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.**

None.

**2021.05 To identify items for which the press and public may be excluded (if any).**

**RESOLVED** to exclude the public and press in respect of agenda item 5 "To determine a short-list of applicants to be invited for interview in respect of the Cemetery and Grounds Maintenance Operative vacancy and to determine arrangements in respect of the interviews to be held on Tuesday 16<sup>th</sup> November at 9.30am".

**2021.06 Confidential item – To determine a short-list of applicants to be invited for interview in respect of the Cemetery and Grounds Maintenance Operative vacancy and to determine arrangements in respect of the interviews to be held on Tuesday 16<sup>th</sup> November at 9.30am.**

**RESOLVED** that (1) approval be given to the shortlisting of four candidates for interview – BC, WC, SB & TS and a schedule of interview questions as determined following discussion and (2) to recommend to the Town Council that a temporary post of Grounds Maintenance Operative be established for the period up to 31/3/22 and applicants be considered as part of the interviews scheduled for this appointment on 16<sup>th</sup> November and the permanent establishment of the temporary post to be considered further as part of the planned/ongoing review of the structure/roles and responsibilities of the Cemetery & Grounds Maintenance Team.

**2021.07 Date of next meeting – Tuesday 16<sup>th</sup> November, 2021 at 9.30am**

The meeting closed at 11.40am