

*Cyngor Tref* **RHUDDLAN** *Town Council*



**Minutes of the meeting of Rhuddlan Town Council held at Community Centre, Parliament Street, Rhuddlan on Wednesday 17<sup>th</sup> August 2016.**

**Present:** Cllrs. A. Smith (Deputy Mayor in the Chair), J. Burnham, S. Gaskin, M. Kermode (acting as Clerk to the meeting) and A. Roberts.

**57 - APOLOGIES** – Cllrs. A Davies, S. King, I Phillips, G. Rowlands and G. Williams plus the Town Clerk.

**58 - DECLARATIONS OF INTEREST** – None.

**59 - MINUTES** – The minutes of the meeting of the Personnel Committee held on 10<sup>th</sup> August 2016 were considered and approved. The Committee’s recommendations that the Immediate Past Mayor shall be the Chair of the Committee and three members shall form a quorum; were approved.

**60 - RECRUITMENT OF TOWN CLERK** – Members considered a number of documents regarding the key stages of the recruitment process; these had been considered and approved by the Personnel Committee. These documents being:

- (a) Job Advertisement,
- (b) Job Description,
- (c) Person Specification,
- (d) Recruitment Timetable,
- (e) Application Form.

The Chairman of the Personnel Committee (Cllr. A. Roberts) and Cllr. Kermode provided additional information on specific elements of the documents. It was agreed that the documents be approved and the vacancy be advertised in the local press and in other appropriate locations in week commencing 22<sup>nd</sup> August. The closing date for completed applications is Friday 9<sup>th</sup> September, shortlisting will take place at a special meeting of the Town Council on 15<sup>th</sup> September and a special meeting of the Town Council will be held on 29<sup>th</sup> September for the selection interviews.

The Personnel Committee will produce recommendations regarding the shortlisting/interview process for the Town Council to consider at its meeting on 8<sup>th</sup> September.

Signed.....  
Mayor