



**RESOLVED:** As above

**24/014**      **ITEM 6 – To consider the next stage in progressing Town Council's plan to engage a third member of administrative staff including:**

- i) Agree short list of applicants
- ii) Agree interview date and interview format
- iii) Agree interview panel with substitute
- iv) Finalise interview questions

**RESOLVED:** That all applicants be invited for interview. That the interview date is set for Friday 19 January and with format agreed. The interview panel to consist of 3 councillors, Councillors Batt, Goode and Pickard (with Councillor Westmancoat as substitute) and the panel be given delegated authority to make the final candidate selection if appropriate. The interview questions (as held on file) were agreed.

Committee came out of confidential session and the meeting closed.

**Meeting closed at: 10:40a.m.**

**Signed by the Chair:  
Councillor D Goode**