



# MINUTES OF A MEETING OF VENTNOR TOWN COUNCIL

GREEN ROOM, SALISBURY GARDENS

6PM

27 MARCH 2023

Members present

Councillors: Steph Toogood (Chair), Steve Cooper, Brian Lucas, Dave Logan, Phil Warren, Mark Jefferies, Ian Bond, John Watkins, James Toogood and Julie Hutchison.

## MINUTE SUBJECT

### PUBLIC FORUM

There were no members of the public present at this time.

### 28/23 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### 29/23 APOLOGIES FOR ABSENCE

There were no apologies for absence and Members noted the resignation of Councillor Stephen Cockett from the Town Council.

### 30/23 RECRUITMENT PROCESS: TOWN CLERK

- a) Report for this meeting, 19/23, had been previously circulated to Members and included a copy of the meeting of the HR Committee of 17 March, draft Job Description and Person Specification, a proposed Schedule for the Process and an estimate of associated costs.
- b) The Mayor thanked the Clerk and Councillor Steve Cooper and Ian Bond for their work on the documentation.
- c) Councillor Steve Cooper introduced the item explaining the areas the HR Committee had gone through, pointing out that the location should prove attractive and he had prepared the advert with that in mind.
- d) Councillor Phil Warren said that a probationary period would be important to include.
- e) The proposal for the payment of interview expenses was agreed.
- f) The HR Committee Chair said that a further meeting of the Committee would be held to agreed the composition of the shortlisting and selection Panels.

**It was proposed by Councillor Brian Lucas, seconded by Councillor Phil Warren and unanimously resolved to:**

- i) record the resignation of its current Town Clerk; and
- ii) agree the recruitment and selection process for the appointment of a successor as set out by in Report 19/23 for this meeting.

---

The meeting closed at 6.20pm

SIGNED BY THE MAYOR

DATE

---

\*

Draft