

**Minutes of a meeting of the TOWN CLERK RECRUITMENT SUB COMMITTEE held on Friday 30 June 2023 at 9.00am in the Council Chamber, Town Hall, Cockermouth**

Present: Councillor H Beanland (Chair)  
Councillor J Samson  
Councillor C Bridgman

An apology for absence was received from Councillor Bowman

**39 Election of Chair**

Resolved – That Councillor Beanland be elected chair for the ensuing meeting.

**40 Declaration of Interest**

None declared.

Resolved – That under the Public Bodies (Admissions to Meetings) Act 1960, the public be removed for the following item of business due to staffing issues being discussed.

**41 Recruitment of a new Town Clerk**

Resolved –

- a) That an updated job description be agreed.
- b) That an updated person specification be agreed.
- c) That the key terms and conditions of employment be agreed.
- d) That the contents of the advertisement including timeframe and closing date be agreed.
- e) That the advert be placed on the Town Council website, Town Council social media page, with Calc, with Nalc and with Cumberland and Westmorland and Furness Council.
- f) That the recruitment information pack be agreed
- g) That the post be offered subject to acceptable references being received.
- h) That Councillor Bridgman develop a short listing analysis matrix against person specification that avoids direct or indirect discrimination
- i) That the timescale for the process be agreed.

The meeting closed at 10.40am