

**Minutes of a Special Meeting of Cockermouth Town Council, to confirm the appointment of a town clerk, held in the Council Chamber, Town Hall, Cockermouth on Wednesday 8 November 2023 at 6.00pm**

Present: Councillor Richard Watson (Deputy Mayor)

Councillor C Bell

Councillor I Burns

Councillor H Beanland

Councillor S Barnes

Councillor C Bridgeman

Councillor M Bowman

Councillor G Telford

Councillor J Samson

Councillor H Tucker

Apologies for absence were received from Councillor J Laidlow

**165 Declaration of Interest**

None

**166 Public Participation**

The Chair moved that under the Public Bodies (Admissions to Meetings) Act 1960, that the public be removed for the item of business due to staffing issues being discussed.

**167 To approve the recommendation of the Interview Panel on the successful applicant.**

Cllr J Samson, who had acted as chair of the selection panel interviewing the candidates, provided feedback to the meeting.

He thanked everybody who had been involved in the recruitment process.

There were three applicants called for interview, one of whom withdrew before the interviews took place. Both remaining candidates were excellent and who answered questions from the panel and asked questions of the panel which demonstrated their experience relevant to the post. However, the panel unanimously resolved that the post be offered to Jane Coltman.

Resolved: (Prop JS: S MB) That the Council confirm the selection panel's recommendation and that the post of town clerk be offered to Jane Coltman. Approved unanimously.

Further Action Required

Cllr J Samson to contact both the successful candidate and the unsuccessful candidate on 9<sup>th</sup> November. In the first instance to make a job offer and provide feedback, and in second instance to provide feedback alone.

The job offer would be made subject to satisfactory references and contract agreement.  
Referees to be contacted by Cllr J Samson.

Cllr J Samson and Cllr R Watson to review the model contract which had been received from CALC and to send it to G Quigley, solicitor, for comment.

Cllr G Telford then thanked all of those involved in recruitment of the new clerk.

The meeting closed at 18.30.