



## MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 3<sup>rd</sup> JUNE 2026 AT 10am

### PRESENT:

Kay Montandon (Chair)	Trevor Bennett	Mary Evans
Michael Goodwin	Mitchell Philpott	Patrick Prekopp

Also in attendance: Faye LeBon (Town Clerk) and Harry Clark (Deputy Clerk).

#### 1. To Receive Apologies for Absence

Apologies were received from David Anderson, Cheryl Bould and Catherine Fletcher.

#### 2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

#### 3. To Agree Minutes from the Meeting of 26<sup>th</sup> May 2026

The minutes of the meeting of 26<sup>th</sup> May 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

#### 4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

#### 5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of items 6 and 7, in view of the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

#### 6. Recruitment

##### a) To Shortlist Applications for the role of Communications Officer

Twenty three applications had been received. These had been anonymised, numbered and circulated to the committee. It was **agreed** to interview applicants 1, 2, 5, 10, 13 and 15.

##### b) To Agree Interview Panel

It was **agreed** that the Interview Panel should consist of Mitchell Philpott, Tim Briscoe and Patrick Prekopp, with the Events Manager in support. Should any of the councillors not be able to attend, Cheryl Bould or Kay Montandon could substitute.

**c) To Agree Date, Times and Format for Interviews for Communications Officer**

It was **agreed** that the interviews would take place over the 18<sup>th</sup> and 19<sup>th</sup> of June. A task would be set for candidates to send to the Town Council in advance of the interview, which would be based upon a campaign for the forthcoming Snail Trail. Mitchell Philpott will refine the task, but it should include a press release, posts for facebook and Instagram and an article for the website. Mitchell Philpott will also create the interview questions and send to panel members for discussion.

**7. To Review Staff Member TOIL for 2025/2026 and Agree Treatment of this Time**

The Clerk presented a paper on findings to date. Further work is to be completed on this matter and presented to members at the next meeting.

*The meeting was reopened to the press and public*

**8. To Note Items for Information and Inclusion in a Future Agenda**

Receive recommendation from the Interview Panel and appoint the Communications Officer.

Staff member TOIL

Review of Staff Contracts

**9. Date of Next Meeting**

Wednesday 24<sup>th</sup> June at 11.15am

There being no further business to conduct the meeting was closed at 11.20am

Signed \_\_\_\_\_

Date \_\_\_\_\_