

Minutes of a Special Meeting of Denbigh Town Council, held on Monday 8th February 2016 at 6.30 pm at the Town Hall, Denbigh.

Present: Councillors Raymond Bartley, Gaynor Morgan Rees, Medwyn Williams, Colin Hughes, Brian Davies, Roy Tickle, Mark Young, Gaynor Wood-Tickle, Catherine Jones, Philip Stevens, Marilyn Jones & Medwyn Jones (Town Clerk).

Apologies: Cllrs Margaret Bowe, Rob Parkes.

The chairman welcomed all to the special meeting. The chairman welcomed Cllr Marilyn Jones to her first meeting and congratulated Cllr Jones on being elected as a member of the Upper Ward.

The town clerk referred to the recent death of Cllr Margaret Bowe's brother and it was agreed that a letter of sympathy be sent.

175. Declaration of Personal Interest. No declarations were received.

176. Appointment of Town Clerk and RFO. (1) The chairman referred members to the report prepared by the working group and the recommendations contained within. The town clerk suggested that two additional details be added to the job description which the meeting agreed upon.

(2) The chairman led the members through the details contained in the job description and each detail was approved

(3) The chairman then referred to the job advert which was then discussed at length. It was agreed that the advert be amended by including the wording "as a" before hard copy and an additional paragraph being added with the wording "For further information please contact the town clerk". Subject to the additional wording it was **Resolved** (10 voting for and one abstention) **that the job advert be approved.**

(4) Cllr Medwyn Williams suggested that a "Person Specification" document should also be included in addition to the job description. This matter was discussed at length and a number of suggestions as to what should be included were made. Comment was made that the matter should be kept simple and that the job description was comprehensive enough. It was finally agreed that a "Person Specification" document was not required.

(5) Cllr Medwyn Williams raised the issue of the pension scheme that the council would need to have in place and what would be on offer. It was agreed that the advice of SLCC be sought.

(6) The chairman referred to the short listing of applications received. Following a discussion when various comments were made, Cllr Philip Stevens proposed, seconded by Cllr Medwyn Williams that the short listing be carried out by the full council. Cllr Colin Hughes moved an amendment seconded by Cllr Gaynor Wood-Tickle that a panel of five be appointed to carry out the short listing. Seven members voted for the amendment and four for the proposal – the amendment being carried. It was therefore **Resolved that a panel of five be appointed to carry out the short listing.**

It was further **Resolved** (10 voting for and one abstention) **that the panel be the same members as that of the working group.**

(7) The chairman referred to the interviews and once again the matter was discussed at length. From the comments received it was apparent that the situation was becoming complicated. It was finally **Resolved** (unanimously) **that the full council be present at the interview stage.** It was also agreed that the short listing panel prepare five questions to be asked at the interviews.

(8) The following timescales were agreed upon:

- (a) Closing date for applications 26.2.16
- (b) Short listing 1.3.16
- (c) Interviews 9.3.16 from 3pm onwards (council to meet at 2.30pm)

There being no further business the meeting closed at 7.27pm.

Signed: (Chairman)

Date: