



Minutes of the Thornbury Town Council Staffing Committee Meeting

**held on Thursday 5 October 7.30pm
in the Exhibition Room, Town Hall**

Members present: Cllrs Jayne Stansfield (Chair)
Helen Ball
Kath Greenman
Chris Woodhouse

In attendance: Kath MacConnachie (Town Clerk)

SC2223.46. Apologies for absence

Apologies were received from Cllrs Jenkinson and Tyrrell

SC2223.47. To receive any members declarations of interest

There were no declarations of interest.

SC2223.48. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

SC2223.49. To approve the minutes of the Staffing Committee meeting held on 18 July 2023

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 18 July 2023 as an accurate record.

SC2223.50. To approve the minutes of the Extraordinary Staffing Committee meeting held on 15 September 2023

It was **RESOLVED** to approve the minutes of the Extraordinary meeting of the Staffing Committee held on 15 September 2023 as an accurate record.

SC2223.51. Recruitment of Town Clerk and RFO

It was **RESOLVED** to change the job title from 'Town Clerk and RFO' to 'Chief Executive and RFO'.

It was **RESOLVED** to approve the recruitment paperwork (job description, job specification and advert) subject to minor amendments made during the meeting.

It was **RESOLVED** that the interview panel would consist of Cllrs Stansfield, Woodhouse, Greenman and Tyrrell (allowing for three councillors if one were to become unavailable) and Kath MacConnachie, Town Clerk.

The date for interview was set for 17 November 2023 with a Staffing Committee to be convened immediately after to formalise offer details subject to Full Council delegation, which was to be sought. Shortlisting to take place on the evening of 6 November.

SC2223.52. Date of the next meeting: 17 November – to be confirmed