

**Tibshelf Parish Council**

**Minutes of the Meeting of the Personnel Committee**

**Held at 7.00 pm on Tuesday 5<sup>th</sup> September 2013 in the Village Hall, Tibshelf**

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**Present:** Councillors A E Beckett, A L Dunn, M Scarborough and P Trevelyan

**In attendance:** E R Price, Parish Clerk.

**Public Participation:** No members of the public were present.

**NON EXEMPT ITEMS**

**PER13/18 Apologies for absence**

Apologies for absence were received from Councillors S A Ellks, R A Heffer and W Vardy

**PER13/19 Declarations of Interest**

There were no declarations of interest.

**PER13/20 Exclusion of Public and Press**

It was Proposed, Seconded and Resolved that in view of the confidential nature of the business about to be transacted the press and public be excluded and instructed to withdraw (Standing Order 67).

**PER13/21 To Determine a Shortlist for the Vacancy of Part Time Parish Ranger**

The Clerk provided Members with a schedule of all the applications for the above post.

33 completed application forms had been received and were considered for the post.

6 applicants had submitted CV's only. All had been provided with application forms and asked to complete and return them but none had been returned. These applications were not considered.

Members considered each application individually and a shortlist of 15 applicants was concluded.

It was Resolved that interviews be held on 16<sup>th</sup> and 23<sup>rd</sup> September and that the Interview Panel should be Chairman and Vice Chairman of Council and Chairman and Vice Chairman of Personnel Committee.

Signed.....

Date.....

The meeting closed at 8:00 p.m.