

**MONMOUTH TOWN COUNCIL**

Shire Hall  
 Agincourt Square  
 NP25 3DY  
 Tel: 01600 732722  
 Email: [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk)  
[www.monmouth.gov.uk](http://www.monmouth.gov.uk)



**Minutes of the  
 Meeting of the Staffing Sub Committee  
 held on Friday 25th February 2022 at 3.30 pm  
 in the Mayor's Parlour - Shire Hall**

**Present:** Cllr R Smith (Chair) Cllr M Feakins  
 Cllr Roden (Deputy Chair) Cllr Lucas  
 Cllr T Christopher

**In Attendance:** Paula Hartley, Town Clerk/RFO  
 Caitlin Williams, Town Clerk/RFO

**0 Members of the press and public**

Item No.	<u>Details</u>	Action
51/SSC/21	<b>Attendance and Apologies for Absence</b>  All Members were present.	
52/SSC/21	<b>Declarations of Members Interests and Dispensations</b>  There were no declarations of interest	
53/SSC/21	<b>Staffing Sub Committee Minutes</b>  It was <b>resolved</b> to confirm the minutes of the meeting held on 4 <sup>th</sup> February 2022 as a true record.	
54/SSC/21	<b>Date of Next Meeting</b>  The date of the next meeting is as and when required.	
55/SSC/21	<b>Exclusion of the Press and Public</b>  It was <b>resolved</b> to exclude members of the press and public from the meeting during consideration of the following items of business, by the Public Bodies (Admission to meetings) Act 1960, Section 1 (2), on the grounds of confidentiality.	
56/SSC/21	<b>Staff Recruitment</b>	

Item No.	<u>Details</u>	Action
	<p>The Chair gave a brief resume of the interviewing process. There were a total of six candidates who were interviewed over a period of two days. The first interview panel consisted of Cllrs Feakins and Smith together with the Town Clerk &amp; RFO. The second day's interview panel consisted of Cllrs Smith and Roden together with the Clerk &amp; RFO. There was also an Excel and a Word competency test. Councillors discussed the successful candidate who demonstrated good personal qualities, task skills, team player and commitment to Monmouth as a town. She had also scored the highest on the interview scoring sheet.</p> <p>Councillors discussed the starting salary and the Town Clerk &amp; RFO reminded members that there was a pay award pending for 21-22 yet to be agreed, plus that due to the NALC agreement employees progress up 1 point after 6 months, and then on every April thereafter to the top of the scale, pending satisfactory performance.</p> <p>It was <b>resolved</b> to offer the post to the successful candidate with a start date of Monday 4th April 2022.</p> <p>It was <b>resolved</b> to delegate authority to the Town Clerk &amp; RFOs to send out the contract and agree the start date.</p> <p>It was <b>resolved</b> to delegate authority to appoint any of the candidates who were suitable for the temporary administrative role.</p>	

**The meeting came to a close at 4.00 pm**