

Cowling Parish Council

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**MINUTES OF THE MEETING OF COWLING PARISH COUNCIL STAFFING COMMITTEE HELD
Monday 25th October at 5:50pm at St Andrews Church Hall, Cross St, Cowling, Keighley,
BD22 0AY**

Present:

Councillor G Taylor, Councillor P Weatherhead, Councillor A Lynch

In attendance: Nicola Moorcroft

SC 1/21. Apologies

1. To note any apologies received

Councillor M Dalby absent, no apologies received

1.2 To approve any reasons for absence submitted for consideration

None received

SC2/21. Declaration of Interests

2.1 To record any Councillors disclosable pecuniary interests (DPI) in relation to the items on the agenda

There were none

2.2. To consider any Councillor requests for DOI dispensation in connection with items on the agenda

There were none

SC 3/21 Minutes

3.1 To approve minutes of the Cowling Parish Council Staffing Committee meeting held 22 September 2021

RESOLVED:

That the minutes of the ordinary meeting of Cowling Parish Council Staffing Committee held 22 September 2021 be approved as a true and accurate record of that meeting.

SC 4/21. Contractual Hours – Lengthsman

4.1. To consider an increase in contractual hours for the Cowling Parish Council Lengthsman

RESOLVED:

That the contractual hours for the Cowling Parish Council Lengthsman be increased by 1 hour per week. Contractual hours to be reviewed regularly.

Signed

Date

SC 5/21. Recruitment of new Clerk/RFO:

To consider the exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item SC 5.1 – SC 5.4 only)

RESOLVED:

That the press and public be excluded from the meeting, by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in the agenda items SC 5.1 – SC 5.4 only)

5.1 To consider all applications received for vacant post of Clerk/RFO to Cowling Parish Council and shortlist for interview

Cowling Parish Council Staffing Committee considered applications from 8 candidates

RESOLVED:

That candidates numbered 3, 5 and 8 be invited for interview

5.2 To consider interview questions

RESOLVED

That the questions composed by this committee be put to each candidate interviewed.

5.3 To approve appropriate interview scoring matrix

RESOLVED

That the scoring matrix supplied by YLCA as against questions set will be used by the interview panel

5.4 To approve title of presentation for delivery to Cowling Parish Council (1 November 2021) by preferred candidates.

RESOLVED:

That the title of the presentation is “How, as clerk, would you support Cowling Parish Council?”

5.5 To Confirm the date, times and schedule for interviews

RESOLVED:

That interviews be held on Thursday 28 October 2021 commencing. At. 5pm – candidates to be offered slots 45 minutes apart.

SC 6/21. Next Meeting

6.1. To confirm the date, time and venue for the next meeting of the Cowling Parish Council Staffing Committee Meeting

RESOLVED:

That the next meeting of Cowling Parish Council Staffing Committee Meeting be as required.

Meeting closed at 6:30pm

Signed

Date