



# LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking BS24 8AR  
Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk

## Minutes of a Meeting of Locking Parish Council' Human Resources Committee held on Monday 12 April 2021 at pm via Zoom

Meeting opened: 7.00pm

Meeting closed: 8.06pm

**Present:** Councillors: W Ashdown (Chairman), C Prosser (Vice Chairman) W Bearsby (from 7.15pm), P Jones, J Keate (ex officio), J Roberts

**Also, in attendance:** The Clerk

### MATTERS FOR DECISION

**HR23 To receive Apologies for absence and to approve reasons where appropriate – None**

**HR24 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None**

### PUBLIC PARTICIPATION

**HR25 To receive and hear any person who wishes to address the Committee: None received**

### MATTERS FOR DECISION

**HR26 To receive and confirm the Minutes of the Committee meeting held on 18 February 2021.**

**RESOLVED:** That the Minutes of the Committee meeting held on 18/02/2021 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed as such by the meeting Chairman.

**HR27 Interviews for Admin Assistant – to discuss and agree the following:**

- a) Interview Panel – to agree the make-up of interview panel – **AGREED** the panel would consist of HRC Chairperson Cllr Ashdown, LPC Chairman Cllr Jones, Cllr Roberts and Cllr Bearsby as reserve.
- b) Interview Dates – to agree dates for interviews to take place – **AGREED** interviews to be held via Zoom over the afternoon of the 27 April and the morning of 28<sup>th</sup> April
- c) Interview Schedule – to agree time schedule for interviews. A short practical test to be devised by HRC Chairperson Cllr Ashdown, Cllr Jones and Cllr Roberts **AGREED** that this to be forwarded to the Clerk at their earliest convenience. **AGREED** to allow 30 minutes for interview and 15 minutes for panel discussion for each candidate

### PART 11

#### **Exclusion of press and public.**

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

**HR28 Admin Assistant - Candidates for Interview- To receive recommendations from the Shortlisting Panel.** The panel commented on the high standard of applications and advised that 146 people had requested an application pack, 30 applications had been returned and 8 candidates had been short listed with an additional 2 as reserves.

Internet connection dropped out and HRC chairperson Cllr Ashdown, Cllr Jones and Cllr Roberts dropped out of the meeting and could not return due to a power failure.  
Vice chairman Cllr Prosser took the Chair.

**AGREED** that the Clerk write and invite the 8 candidates for interview as soon as possible and that she also contact the unsuccessful applicants at her earliest convenience.

**HR29 Agree date for next Meeting - TBC**

**There being no further business the meeting Vice Chairman closed the meeting at 8.06pm.**

Signed (Chairman).....

Date.....

DRAFT