

**MINUTES OF THE SPECIAL MEETING OF BEAUMARIS TOWN COUNCIL
HELD ON FRIDAY 21 FEBRUARY 2020 AT 7.00 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor D T Evans
Councillor A N Gough
Councillor A J V Grant
Councillor K M Jones
Councillor H Mattocks
Councillor J A Rowlands
Councillor M G Sarsfield
Councillor J P Zalot
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: Councillor D W Gallichan
Councillor D R Owen
Councillor L J Roberts

The Town Mayor took the Chair

109.0 DECLARATIONS OF INTEREST

There were no declaration of interest

110.0 APPOINTMENT OF TOWN CLERK

A member said he objected to the meeting being held so soon after the interviews had taken place. He felt there should have been an interim period for members to reflect on any initial thoughts of selecting a person. The Town Mayor said he had called the meeting quickly because it had been some five months almost since the Town Clerk had announced that he wished to retire, and it was six weeks since the closing dates for applications to be submitted. Following the interviews, the panel had spent several hours discussing the merits of the different candidates.

It was agreed that most members had attended and that the meeting should proceed with the business on the Agenda. This was an important decision for the Council and the town as a whole.

It was proposed, seconded and carried by a majority that the Press and Public be excluded.

It was proposed, seconded and carried unanimously that the meeting move into Committee.

The Chairman of the Audit & Personnel Sub-Committee said that the aim had been to use a robust, impartial and transparent process in order to select a new Town Clerk. A template from Anglesey County Council had been used to create a profile for the post, and this had been reviewed by the Town Clerk before sending to the Anglesey County Council analyst. Council's HR Consultants, Ellis Whittam, had been engaged to advertise the vacancy and help in the production of the Candidate Information Pack. The position had been advertised widely, and a panel selected to conduct the interviews. Fifty-three persons had requested Candidate Information Packs, and twenty-two applications had been received. Ellis Whittam had provided a scoring matrix in order to assess candidates on essential and desirable criteria. Each member of the selection panel, including a representative from Ellis Whittam, had used this matrix to score all candidates. This resulted in eight candidates being short-listed, and then six being selected for interview. Three of these candidates withdrew at the interview stage. All

were well-qualified. At the interviews, each candidate had been expected to provide two presentations; the first a ten-minute one for which the subject had been notified in advance. This was 'What is the role of Beaumaris Town Council?' The second presentation topic was given to candidates half an hour before the interviews, and this was 'How would they approach the role of Town Clerk/Responsible Financial Officer?' The interviews lasted for approximately two hours. Upon completion of the interviews, the panel deliberated and it was decided that a further meeting be arranged with the preferred candidate.

It was proposed, seconded and carried unanimously that the candidate be invited to attend a second informal meeting with the Town Mayor, the Deputy Mayor and Chairman and Deputy Chairman of the Audit and Personnel Sub-Committee to discuss offering the role. The Town Clerk to be available by telephone to answer any questions that he may be required to provide advice on. The Mayor to then call a Special Meeting of the Council to discuss and agree the recruitment of the Town Clerk.

It was proposed, seconded and carried unanimously that the meeting move back into Council and that Council adopts the recommendations of the Committee that has just sat.

The Press and Public were re-admitted.

The meeting closed at 8.00 pm

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Town Mayor
Councillor C J Theakston

Date