



# CHIRK TOWN COUNCIL CYNGOR TREF Y WAUN

## MINUTES OF THE SPECIAL COUNCIL MEETING HELD 23<sup>rd</sup> SEPTEMBER 2020 held virtually on-line over video /telephone conferencing

### **Present**

Cllrs. Mr Brian Colley (BC) - Chairman,  
Mrs Barbara Humphreys (BH),  
Ms Eleanor Burnham (EB),  
Mr Terry Evans (TE) and  
Mrs Karen Brown (KB) - Clerk to the Council.

Mrs Jackie Allen (JA),  
Mr Newman James (NJ),  
Mrs Dot Griffiths (DG),  
Mr Mark Holmes (MH)

Mr Gareth Baines (GB),  
Mrs Sarah Williams (SW),  
Miss Lynne Painter (LP),

### **190. To Accept Apologies for Absence**

Apologies for absence were received from Cllrs. Mr Michael Maxfield, Mr Chris Burgoyne and Mr Mark Roberts. Cllr Frank Hemmings was not in attendance.

### **191. Declarations of interest**

None.

### **192. To Appoint the Administration Officer to Chirk Town Council**

The Chairman thanked the Staffing & Polices Recruitment Panel for their efforts in the recruitment process and confirmed that he has seen the recommended candidate's application form. The Clerk gave an overview of the process. Thirty Three application packs were requested. Ten applications were submitted for consideration, the panel shortlisted five candidates for interview. A COVID interview procedure was agreed. Each interview was over an hour long as it was considered important to draw out the candidate's personality. The standard of all candidates was extremely high.

The recommendation for the post of Administration Officer was Rebecca Ap Gwyn. Councillors asked a range of questions which were answered. LP gave an overview and stated that she felt that Rebecca, along with the Clerk will make a very strong Administrative team for Chirk Town Council. LP proposed to appoint Mrs Rebecca Ap Gwyn. SW seconded the proposal. Agreed by Council.

Councillors asked about probation period, start date, working from home, equipment, holidays and induction. The Clerk reassured Councillors that this was all in hand. The Clerk highlighted that there will be some costs to the Council associated with a new member of staff. An additional Microsoft 365 licence would be required, along with a laptop, Scribe user licence and stationery etc. NJ proposed to support all associated costs, DG seconded, all agreed.

The Clerk left the meeting and phoned the successful candidate to offer the position. The Clerk returned and reported that Rebecca Ap Gwyn had accepted the position.

The Clerk suggested that in case the successful candidate withdrew her acceptance, the recruitment panel would be happy to make further recommendation.

**Action:** Clerk to prepare all contract documents, agree a start date and other associated tasks.

Meeting closed at 18:20

Signed

Chairman

Date