

Minutes of Personnel and Estate Committee Meeting held on Tuesday 16th February 2016 at 10a.m. in the Village Hall Committee Room

Present: Cllrs Duffin, Frost, Garland (Chairman), Kidson, and Pratt.

1. **Apologies** for absence: none.
2. **Minutes** of the last P & E Committee meeting, held on Wednesday 16th December 2015, were read by the Chairman, and approved (proposed Cllr Frost, seconded Cllr Pratt.)
3. **Matters arising:** none
4. **Declarations of interest:** None.
5. It was resolved unanimously under the provisions of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting for item no. 6 on the agenda because publicity would be prejudicial to the public interest by reason of the confidential nature of the business (proposed Cllr Kidson, seconded Cllr Pratt). No members of public were present.
6. **Shortlist.** A number of applicants had not responded to the Clerk’s requests for confirmation of interest and were immediately dropped from consideration. Distance from the village was a practical consideration, given the need to make spur of the moment visits: Seaton, Lyme and Axminster were the limits. Computer literacy, finance skills and transferable skills from previous employments – especially interpersonal skills – are very important. It might be necessary to increase the hours in future given the increasing devolution of services from County and District levels, so other work commitments needed to be taken into account. Five candidates fulfilling these qualities were shortlisted for interview, from a strong field.
7. **Interview dates.** First session will be Tuesday 23rd February 2pm onwards at 30 minute intervals, with a fallback of Monday 29th 2pm if anyone could not attend. Clerk to make arrangements.

There being no other business, the meeting closed at 11a.m.

Signed:(Chairman) Date: