

Porthleven Town Council
MINUTES OF THE STAFFING COMMITTEE
HELD ON SATURDAY 17th JULY @ 9.30am
AT THE INSTITUTE COTTAGE, CLIFF ROAD, PORTHLEVEN

Present:	Cllr. Toy (in the Chair)	Cllr. Plunkett	Cllr. Short
	Cllr. Osmond		
In Attendance:			

Minute	AGENDA ITEMS	Action
	<p>Apologies for Absence Clerk forwarded her apologies as she was on annual leave</p> <p>Declaration of Interests None</p>	
	<i>The Chair proposed and it was AGREED to hold the following two items in closed session, in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960, section 2</i>	
S01/2122	<p>Co-option Interviews The following candidates were interviewed: Mrs Zoe Davies ██████████</p>	
S02/2122	<p>Casual Vacancy – Co-option Each applicants interview application was discussed Proposed from the Chair and AGREED to co-opt Mrs Zoe Davies onto the Town Council</p>	Clerk
	<i>Open Session resumes</i>	
S02/2122	<p>Youth Provision</p> <p>a) Job details:</p> <ul style="list-style-type: none"> • Job specification / description Lead Youth Worker Discussed Proposed from the Chair and AGREED • Job specification / description Youth Support Worker Discussed Proposed from the Chair and AGREED <p>b) Advertisement Discussed Proposed from the Chair and AGREED:</p>	Clerk Clerk

	Cllrs. Osmond and Short to draft job advertisements for both Youth Worker roles to be posted on the Jobcentre Plus website, Facebook etc Candidates to send covering letter with curriculum vitae Deadline for responses 2 weeks post advertisement date	Cllrs. Osmond and Short
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There being no further business, the meeting closed at 8.05pm

Signature: Cllr. Toy, Mayor

Date: 9th September 2021