

**MINUTES OF THE PERSONNEL MEETING OF BROADHEMPSTON PARISH COUNCIL**  
**MONDAY 20 APRIL 2020 HELD VIA ZOOM**

Present: Cllrs Dowson (Chair), Goddard, Head, Isaacs, Sutcliffe and Wright

Apologies: Cllrs Hughes and Widger

Also present: Rachel Avery (Clerk)

No	Subject	Comments
1	The Chair will open the meeting and receive and approve any apologies.	Cllr Dowson opened the meeting at 19.10. It was RESOLVED to APPROVE the apologies of Cllrs Hughes and Widger.
2	To resolve to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.	It was RESOLVED to exclude the press and public.
3	To declare any interests arising at this meeting.	There were no interests declared.
4	To consider and shortlist applicants for the position of Clerk and Responsible Finance Officer.	Consideration was given to applicants and a shortlist for interviews was AGREED.
5	To agree dates for interviewing of shortlisted applicants.	A date for interviews was AGREED.
6	To agree a procedure for the interviews.	A procedure was AGREED.
7	To note and discuss the possible outgoings required for the recruitment of the new clerk.	It was NOTED that there may be additional financial requirements to ensure the clerk has the appropriate equipment. <b>Action: Clerk to liaise with Cllr Wright.</b>