

# Cockermouth Town Council



12 October 2023

Dear Councillor,

You are summoned to a meeting of the Town Clerk Recruitment Sub Committee to be held in the Council Chamber, Town Hall, Cockermouth on **Thursday 19 October 2023 at 12.30pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

Yours sincerely

Sheila Brown

1. **Minutes** – To agree the minutes of the last meeting.
2. **Apologies for absence**
3. **Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.

The Chair will move –

Under the Public Bodies (Admission to Meetings) Act 1960, the public be removed for the following item of business due to staffing issues being discussed.

#### 4. **Recruitment of new Town Clerk**

- a) To agree a short-listing application analysis matrix against person specification that avoids direct or indirect discrimination
- b) To short list applications received.

#### 6. **Actions in the event or no applications/appointable candidates**

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*Joint Winners*

Council of Europe Year 2000

Europe Prize

*Previous Awards*

Plaque of Honour, Flag of Honour

European Diploma