

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON TUESDAY, 13 OCTOBER 2009 AT 7.00PM

PRESENT:- Councillors A D Hampton (Chairperson), G D Davey, S C Egan, S A Hodges and T C Stenstrom

ALSO PRESENT:- Derek Wolfe – Executive Officer
Angie Norman – Administration

CAT28. **APOLOGIES FOR ABSENCE**

None

CAT29. **DECLARATIONS OF INTEREST**

None were received.

CAT30. **MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON TUESDAY, 4 AUGUST 2009**

RESOLVED:

that the minutes of the meeting of the Appointments Committee held on 4 August be signed and approved as a correct record.

CAT31. **EXCLUSION OF THE PRESS & PUBLIC**

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

CAT32. **SHORT-LISTING OF CANDIDATES FOR INTERVIEW**

Members were provided with application forms submitted by three candidates. It was agreed that all three fulfilled the selection criteria and therefore it was

RESOLVED: that all three candidates would be invited to attend for interview.

CAT33. **INTERVIEWING PROCEDURES**

RESOLVED that:-

1. interviews be held on Tuesday, 3 November 2009, with each candidate being allocated up to 20 minutes with interview times being 7.10pm, 7.30pm and 7.50pm;
2. all three candidates be contacted by telephone to ascertain their availability on 3 November, to be followed up by a letter of confirmation giving the time and date of their interview;
3. following the interviews, the successful candidates be notified by letter that they have been successful and that they would be appointed as Trustees with immediate effect.

CAT34. **PREPARATION OF APPROPRIATE QUESTIONS**

RESOLVED: that the following questions be provided to Councillors in a typed format for use on the evening of 3 November 2009:-

1. What interests you in serving in the role of Trustee?
2. What aspects of the Memorial Hall Theatre are you interested in?
3. What is your vision for the future of the Memorial Hall & Theatre?
4. Have you had any experience of managing with or working in a team, and if so what is that experience and when and where was it gained?
5. Being a Trustee is likely to take up a substantial amount of your time, how would you balance this with your current lifestyle?

CAT35. **CRB REPORTS**

A Councillor asked whether the successful candidates would be required to undergo a CRB check for the purpose of serving on the Memorial Hall & Theatre Trust.

RESOLVED:

that the Executive Officer contact the Charity Commission to enquire whether Trustees serving on the Memorial Hall & Theatre Trust were required by law to undergo a CRB check.

CAT36. **DATE OF NEXT MEETING**

RESOLVED:

that the next meeting of the Appointments Committee be held on Tuesday, 3 November 2009 commencing at 7.00pm.

The meeting closed at 7.20pm.

Signed Date