**Birdham Parish Council**

**Minutes of the Special Meeting of the Parish Council**

**held on Monday 9th December 2019**

**at 7pm in Birdham Village Hall**

**Present**: Cllrs Firmston (Chairman), Churchill, Campbell, Richardson and Pocock,

**Apologies**: Cllrs Hamilton (Vice Chairman), Bush, Glover.

**In attendance**: The Clerk.

* 1. **Declaration of Interests:**

There were none declared

**73-19 Public Bodies (Admission to Meetings) Act 1960**

Proposal to resolve that the public and press be excluded from this meeting for Agenda Item 3 only because of the confidential nature of the business to be transacted namely confidential staffing matters.

It was **resolved** to exclude the public and press for the next item due to the Confidential Staffing Matters to be discussed.

* 1. **Staffing**

The Chairman reported that a selection panel - made up from members of the Council and one from SSALC - had been convened on the 26th November 2019, to interview three candidates for the position of Clerk and RFO to the Parish Council.

The Chairman explained the process that was adopted by the panel and thanked them for their service. The Panel unanimously agreed that, subject to suitable references and by resolution of Council, Ms Imogen Whitaker should be appointed to the position of Parish Clerk and Responsible Financial Officer (RFO) to Birdham Parish Council.

It was **resolved** to appoint Ms Imogen Whitaker to the position of Parish Clerk and Responsible Financial Officer (RFO) to Birdham Parish Council.

In conclusion Cllr Campbell said that he would like to express his congratulations and thanks, and those of the Panel, for an exceptionally organised and well run selection process.

**75-19 Date of Next Meeting:**

**The next meeting of the Parish Council will be held on the**

**16th December 2019 at 7pm in Birdham Village Hall**

There being no further business to discuss the meeting was declared closed at 8.15pm.

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman