

**MINUTES**  
**of the Extraordinary Meeting of HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Monday 18<sup>th</sup> November 2024 at 10.30am**

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| <b>Present:</b>      | <b>Councillors Armstrong, Calver, Chable, J Henderson, Powell, Saunders, Todd and Wade</b> |
| <b>In the Chair:</b> | <b>Councillor Morrison</b>   |
| <b>Clerk:</b>        | <b>Ms Lucy Ballard</b>   |
| <b>Also present:</b> | <b>0 members of the public, 0 members of the press</b>                                     |

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| <b>83/24</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br>Cllrs Davidson, Fay, Fowler, I Henderson, McLeod, Richardson and Smith   |
| <b>84/24</b> | <b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b><br>None  |
| <b>85/24</b> | <b><u>EXCLUSION OF PRESS AND PUBLIC</u></b><br><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b><br>Pursuant to Sub-section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was <b>RESOLVED</b> : that the meeting was closed to the press and public for the transaction of the under-mention business:<br><br>• <b>Personnel – Assistant Clerk to the Council CP/DM</b> |

The meeting moved to confidential business at 10.31am

The public meeting resumed at 10.33am

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| <b>88/24</b> | <b><u>RECRUITMENT</u></b><br>The chair confirmed that recruitment would need to commence to fill the vacancy created by the resignation of the Assistant Clerk to the Council and that members would need to appoint a recruitment panel to oversee this. She suggested that members might like to consider whether to obtain external HR support to assist in the process as this had been helpful previously. This would cost in the region of £65 per hour.<br><b>RESOLVED:</b> To proceed with obtaining external HR support at a cost in the region of £65 per hour, to be expended from the Training & Consultancy budget, to assist with the recruitment to fill the vacancy left by the Assistant clerk. It was agreed that it would be reported back as to who the HR support would be. <b>FURTHER RESOLVED:</b> To appoint a recruitment panel comprising the chair and vice-chair of the F&GP Committee and the clerk, supported by an |
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|  | HR consultant, which will undertake all aspects of the recruitment process necessary to recommend a candidate for consideration and ratification by the council. |
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The chairman closed the meeting at 10.45am

**CHAIRMAN**

**DATE**