

Minutes of the Meeting of the **CARAVAN PARK COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 30th JANUARY 2008** at 2.15 p.m.

PRESENT:-

Councillor Mrs. A. Patrick – Chairman
Councillor Mrs. C. Gainsborough
Councillor W.S. Trite
Councillor M. Whitwam

Public Participation Time

There was one member of the public present, but he did not wish to raise any matters on this occasion.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillor Pratt.

[On approval of these minutes at the Monthly Council Meeting held on 25th February 2008 Councillor Bright noted that his apologies had not been recorded].

2. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

3. **APPOINTMENT OF GENERAL MANAGER**

Further to Minute No.2 of the Caravan Park Committee meeting held on 18th January 2008, the Clerk reported that he had engaged the services of Paul Leisure Recruitment to assist with the advertising, interview and recruitment process of a General Manager at the Holiday Park.

Unfortunately, Mr. Simon Midcalf (of Paul Leisure Recruitment) was unable to attend the meeting, due to a prior commitment, but he was available to advise the Committee by means of a live telephone link.

Having regard to the importance of the role and responsibilities of the post, Members gave consideration to the proposed salary range and whether there was a requirement for accommodation to be made available for the successful candidate.

After consultation with Mr. Midcalf, the following proposals were RESOLVED:-

- i) That the post be advertised at a salary circa £40,000 (on-site accommodation negotiable).
- ii) That the post be widely advertised by Paul Leisure Recruitment through appropriate internet websites,

the BH & HPA and specialist publications i.e. Leisure Opportunities. Advertisements would also be placed in the local Advertiser and Daily Echo, and the position would be advertised internally within the Town Council departments.

Consideration was also given to the proposed timescale and interview process, and it was FURTHER RESOLVED:-

- i) That interviews be held on 29th February 2008, when Mr. Midcalf (of Paul Leisure Recruitment) would also be in attendance.

- ii) That a meeting be held with Mr. Midcalf on Tuesday, 19th February 2008 to evaluate and short-list the applications received and to determine the interview procedure. (It was noted that completed applications should be submitted in the first instance to the Town Council and forwarded to Paul Leisure Recruitment for evaluation prior to the meeting).

The meeting concluded at 3.10 p.m.
