

## Agenda item 11

### For ratification – Appointment of the Town Clerk 2026

Authors: Cllr Fiona Barrows, Chair and Leader and Laura Flaherty, HR Lead and Executive Assistant to the Town Clerk

#### Summary (incl. recommendations)

To ask Council to ratify the decision to appoint Peter Wheelhouse as Town Clerk, with effect from 1 April 2026, following a full and robust recruitment process.

## Background

Council agreed to proceed with the recruitment of a new Town Clerk in January 2026. The agreed process, including governance oversight and appointment authority, is set out in the report considered by Council at this time and [can be read on the website here](#).

The recruitment process was undertaken in accordance with that report and with regard to best practice in local authority senior officer appointments. This was a structured, competitive and transparent process designed to assess candidates against the agreed requirements of the role and the needs of Frome Town Council in the job description and person specification. Thanks goes to Council HR & Governance Support (CHRGs) for their expert help with this throughout the process.

## Recruitment Process

As outlined in the previously approved report to Council, the recruitment process included:

- An open recruitment exercise
- Shortlisting against an agreed job description and person specification
- A formal two stage interview process, and a presentation and Q&A which management team and all councilors were invited to.

## Outcome

Following completion of the recruitment process, Peter Wheelhouse was identified as the preferred candidate on the basis of his performance throughout, including his demonstration of the skills, experience, and leadership qualities required for the role of Town Clerk.

We were delighted to formally offer the role to Peter and he has accepted. His contract began on 1 April 2026.

## Other options considered

None

## Key considerations for the Council

To ratify the appointment

#### Consultation and feedback

None

#### Links to Council Plan and Medium-Term Financial Plan

Aim 5 – to be a bold and effective council

#### Financial and Risk Implications

- The appointment has been made within the approved staffing establishment and budget for the Town Clerk role. There are no additional unbudgeted financial implications arising from this decision.
- FTC would have been at risk without a person in the role of Proper Officer (which the Town Clerk is also known as)

#### Legal / HR Implications

The Town Clerk is the Council's Head of Paid Service and Proper Officer. Ratification of the appointment by full Council ensures good governance, transparency, and compliance with the Council's agreed procedures.

#### Equalities Implications

The recruitment process was conducted in line with the Council's equality commitments and relevant employment legislation.

#### Community Safety Implications

None

#### Climate Change and Sustainability Implications

None

#### Health and Safety Implications

None

#### Health and Wellbeing Implications

None

#### Constitutional Requirements

FTC is required to have a Proper Officer

#### Background Papers

January 2026 [www.frometowncouncil.gov.uk/wp-content/uploads/2026/01/Agenda-item-3-For-decision-recruitment-of-the-Town-Clerk-1.pdf](http://www.frometowncouncil.gov.uk/wp-content/uploads/2026/01/Agenda-item-3-For-decision-recruitment-of-the-Town-Clerk-1.pdf)

#### Report Sign-Off

Fiona Barrows, Leader and Chair of Frome Town Council 15/04/26

**Recommendation**

To ratify the appointment of Peter Wheelhouse as Town Clerk with effect from 1 April 2026.