

Necton Parish Council

Minutes No: 2017/10a/1

Minutes of Extraordinary Parish Council Meeting held Thursday, 15 February 2018 7.30 pm in
the Necton Rural Community Centre



Parish Councillors (5) present:

Frank Woodward (vice-chairman), Phil Hayton, Fraser Bateman, Jean Bass, Denise Axham

Also in attendance:

Gabrielle Joyce (Clerk)

1. To receive apologies for absence

Received from Cllrs Stopp (personal), Thompson (personal), Sisto (personal), Matthews (personal work).

2. To appoint a Chairman for this meeting

Cllr Woodward chaired the meeting.

3. To receive any declarations of interest from Members & consider requests for dispensation

There were no declarations.

4. To agree a resolution to exclude members of press and public in advance of the next agenda items for reason of sensitivity on matters relating to employment obligations.

This resolution was **agreed**.

5. To consider the closing contractual obligations in respect of the outgoing Clerk and agree actions

1. Outstanding extra hours worked (TOIL)
2. Outstanding untaken holiday allowance

It was **agreed** to purchase any remaining hours outstanding at the end of March.

6. To consider how to bridge the gap between outgoing Clerk and incoming Clerk and agree actions.

The Clerk was asked to complete a handover guide by 19 March. It was **agreed** to commission a Locum Clerk if by 19 March, it appeared that such a service is necessary.

7. To consider revised office facilities to accommodate extra employee

1. Purchase of new furniture: it was **agreed** to purchase two new desks.
2. Disposal of existing units: it was **agreed** to dispose of the two existing units.
3. Electrical socket installation: it was **agreed** that this work is required.
4. Purchase of new laptop: it was **agreed** to wait until recruitment is in place, before purchasing.

The Clerk will arrange the execution of items 1, 2 & 3.

8. To establish a Personnel Committee and agree terms of reference

It was noted that the interview panel had no authority to appoint a candidate having undertaken interviews, whereas an appointed personnel committee could be granted such authority.

It was **agreed** to form a personnel committee for the purpose of managing the recruitment of two members of staff. The members of this committee were **agreed** to be those who have already been identified as the interview panel – Cllrs Bateman, Bass, Axham and Hayton.

The terms of reference of this committee were **agreed** to be as follows:

- The authority to appoint a successful candidate for the post of Parish Assistant.
- The authority to appoint a successful candidate for the post of Parish Clerk.
- The authority to appoint its own chairman and decide its own meeting schedule.
- The authority to determine its own notice requirements for a meeting.
- Meetings to be held in private, with no public notice requirements.

The following schedule was **agreed**:

- Parish Assistant – shortlisting on 23 February, interviewing on 26 February
- Parish Clerk – shortlisting on 2 March, interviewing on 5 March

Meeting closed at 9.30 pm.

Minutes signed by Chair (or designate) _____ on _____