

Minutes of a Parish Council Meeting held on Wednesday 05 June

Present: Michael Hutchings (Chair), Ian Macfarlane, David Peet, Jenny Peet and Simon Purcell

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 10:02.

1. To receive any apologies.

All members were present.

2. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to the engagement of an employee.

RESOLVED: It was proposed and agreed to exclude the press and public for the duration of the meeting.

3. Members' declaration of interests.

There were no declarations of interest.

4. To hear the recommendation of the recruitment panel for the selection of a new Clerk from the two applicants interviewed and to agree which candidate should be selected.

Michael Hutchings and Ian Macfarlane had interviewed the two candidates and explained their reasons for their recommendation. The preferred candidate had relevant work and voluntary experience and demonstrated a high degree of empathy and care about the post. Although not yet CiLCA qualified, the preferred candidate was keen to work towards this qualification.

RESOLVED: It was proposed and agreed to recruit Julie Ferguson as the new Parish Clerk and Responsible Financial Officer.

5. To agree the starting salary for the new Clerk.

RESOLVED: It was proposed and agreed that the salary would start at Spinal Column Point 9 and it was noted that this could be covered by the current salary budget.

6. To approve the terms and conditions of employment detailed in the draft contract of employment.

RESOLVED: It was proposed and agreed that the start date for the new Clerk would be 1st July 2019 and that she would be paid half a month's salary for attending the meeting on 24 June and for handover activities in the run up to the start date.

It was further **agreed** that Michael Hutchings would contact the successful candidate to offer her the job and that he would also contact the unsuccessful candidate to explain the Council's decision.

Action Michael Hutchings

The Clerk was instructed to prepare the contract of employment and to forward this to Michael Hutchings.

Action Parish Clerk

It was noted that an agreement would need to be made with the new Clerk in terms of suitable reimbursement for the use of her home as an office and any contribution towards her broadband and telephone service. In addition, it was noted that the new Clerk should ensure that she has business use car insurance and that her home insurance covers her for homeworking.

The meeting ended at 10:34.



Zöe Godden
Parish Clerk