

**CHARLWOOD PARISH COUNCIL**  
**MINUTES of THE EXTRA ORDINARY COUNCIL MEETING**  
**10:00 am WEDNESDAY, 5<sup>th</sup> DECEMBER, 2018**  
**IN THE CHARLWOOD SPORTS & COMMUNITY CENTRE**

**PRESENT**

Mr Martin Needham (in the chair), Mr Nick Hague, Mr James O'Neill, Mr Richard Parker , Mrs Penny Shoubridge.

**1 APOLOGIES**

Ms Carolyn Evans, Mr Walter Hill, Mr Howard Pearson, Ms Lisa Scott

**2. DECLARATIONS OF INTEREST**

None

**3 EMPLOYMENT MATTERS**

Staff Recruitment

Mr Martin Needham informed the meeting that any applicant names put forward or mentioned at this stage must be treated as strictly confidential.

Mr Martin Needham informed the meeting that he had corresponded with SALC regarding the correct process for recruitment of a new Clerk.

Mr Martin Needham proposed, Mr Nick Hague seconded, that the following recruitment process be followed and the council present agreed.

**Recruitment process**

1. At this Extra Ordinary meeting, the Council approved the the recruitment of a new Clerk
2. Interest has been expressed by an experienced, Parish Council Clerk who would be interested in the post.
3. The Chairman has been advised by SALC that in this situation , the Council did not need to advertise the post and could proceed to interview this person
4. The timetable for the process is agreed as:
  - a. Invite this potential applicant to formally apply for the post
  - b. Staffing Committee to Interview in January 2019 and recommend to full council to a appoint if suitable
  - c. If Not, proceed activate normal recruitment process in January 2019
    - i. Advertise (~2/3 months)
    - ii. Interview End March 2019
    - iii. Appoint in April 2019
    - iv. SALC proposal to support/assist/guide the council with this recruitment (for £600) would be considered.

The Interview Panel consisted of the Staffing Committee (Martin Needham, Ms Carolyn Evans, Nick Hague, James O'Neill, Richard Parker, Mrs Penny Shoubridge).

The meeting closed at 1200