

LEIGHTON & EATON CONSTANTINE PARISH COUNCIL

Minutes of council meeting held on 12th April 2016 at 7.30pm
at Leighton village hall

Present: Chairman – Cllr. S. Jones (SJ), P. Brewer (PB), G. Godwin (GG), R. Harper (RH), J. Hayter (JH), E. Parton (EP)

In attendance: Cllr. Wild (Shropshire Councillor), Lorna Pardoe

Clerk: Mrs R. Turner

084/1516 Public Session

Lorna Pardoe introduced herself as candidate for the locum clerk role.

085/1516 Apologies for absence

Received from Cllr. Corrie.

087/1516 Disclosable Pecuniary interests & Dispensation Requests

None declared.

088/1516 Document Retention Policy

It was **RESOLVED** to adopt the document retention policy recommended by NALC.

089/1516 SALC Membership

It was **RESOLVED** to join SALC.

090/1516 Annual Parish Council Meetings

Due to the clerk leaving and availability of the locum clerk, it was **RESOLVED** to change the date of these meetings from 10th May to 3rd May 2016.

*It was **RESOLVED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press should be excluded during discussion of the remaining agenda items.*

091/1516 Staffing Matters

- 1) Notice of resignation of clerk – clerk to leave 31st March 2016
- 2) To confirm clerk's leave entitlement and sign standing order for clerk's salary – discussed and agreed.
- 3) To agree process for appointing a new clerk – arrangements for recruitment were agreed

- 4) To appoint a locum clerk – **RESOLVED** to appoint Lorna Pardoe
- 5) To discuss arrangements for handover – to be arranged between clerk and locum clerk.

Signed (CHAIRMAN)

Dated