

CLEE ST MARGARET PARISH COUNCIL

DRAFT MINUTES OF THE EXTRA-ORDINARY

PARISH COUNCIL MEETING held on

MONDAY 25th OCTOBER at 7.30pm in the VILLAGE HALL

Present: Councillors: Mike Hardingham (Chair), Tamsin Osler, Ken Jackson, Shalynn Pearson

1. APOLOGIES FOR ABSENCE

Councillors John Heighway, Scarlett Penn, Helen Robinson

2. DECLARATIONS OF INTEREST

There were none.

3. RESIGNATION OF CLERK

Catherine Evry's Resignation was noted.

4. TO DETERMINE ARRANGEMENTS FOR CORRESPONDENCE TO COUNCIL

It was noted that E-mail to csmc@btinternet.com (an address owned by Catherine Evry) was being forwarded to clerk@clee.org.uk, which was being directed to clee.org.uk@gmail.com and this address was currently being monitored for urgent communications by the Chair. Mail to this address could be automatically forwarded (copied) to other councillors if they wished to receive it.

5. PROPOSAL TO APPOINT A LOCUM CLERK (WITH EXPERIENCE) AND TO ASK SALC FOR ASSISTANCE IN PROVIDING A LOCUM CLERK

SALC had suggested that we appoint an experienced locum clerk, ideally from outside the village, if one can be found, to put all the administration in order and to make a more accurate assessment of the requirement (number of hours, skills, etc) for the long term clerk.

Proposed: Chair Seconded: Cllr Jackson. Agreed Unanimously

6. To agree draft Job Description and Advertisement for a Clerk, and to agree how and where to advertise the position

After discussion it was agreed that this item would be postponed. Provided we could appoint an experienced locum clerk, we should not be in a hurry to appoint a long term clerk and therefore this was not an urgent requirement. Once things had been put in order, the locum clerk could construct a revised Job Description and Advertisement.

CLEE ST MARGARET PARISH COUNCIL

- 7. To appoint a Recruitment Panel (normally 3 councillors) with delegated powers to undertake the recruitment process (this will include to shortlist, interview applicants and provide the offer letter, following which the Council may wish to meet again to ratify the appointment)**

It was proposed that the Recruitment Panel would attempt first to identify and appoint a locum clerk with the help of SALC, and if this was not successful then we would look at trying to appoint a long term clerk. All councillors present agreed to serve on the panel.

Proposed: Chair. Seconded Cllr Pearson. Agreed unanimously.

- 8. To authorise any urgent payments relating to Sheep Scrape Repair**

Proposal: to pay £220 to Mr P Massey for moving soil, and an unspecified sum (up to £500) to Fearn Heritage & Archaeology for materials (Hessian sacks etc).

Proposed: Chair. Seconded Cllr Pearson. Agreed unanimously.

- 9. To authorise any urgent payments in respect of Heathamgate Car Park Surface Repair.**

Proposal: to pay up to £500 to Mr P Massey for labour in connection with the surface repair, and up to £500 on materials (stone etc).

Proposed: Chair. Seconded Cllr Pearson. Agreed unanimously.

- 10. Review of Declarations of Interest.**

All councillors were happy that there had been no conflicts of interest.

ACTION: Chair to contact SALC and then convene a meeting of the Recruitment Panel.

Signature of Chair:

Date:

**LOCUM CLERK/RFO: Heather Coonick, Hopton Gate Cottage, Haytons Bent, Ludlow SY8 2BE
Tel: 07817 607 355 email: clerk@clee.org.uk**