

# MINUTES OF THE EGM OF BOURTON ON-THE-WATER PARISH COUNCIL

Held on Monday 15th February 2021

at 4.00pm via Zoom

Present: Cllrs. R. Hadley (Chair), B. Sumner, A. Davis, L. Hicks, B. Wragge, N. Randall, L. Wilkins, A. Roberts and P. Millett.

Apologies: - S. Coventry

No Declarations of interest

## 1) Discuss and agree the Clerk's leaving date:

\* Final working date of Monday 8<sup>th</sup> March 2021 agreed. It was noted that the General Power of Competence will no longer apply until a new Clerk with the CiLCA qualification is appointed.

\* Cllr. Sumner & Randall queried why the Clerk had resigned; this will be discussed at the exit interview with two Councillors and communicated to all.

## 2) Appointment of Locum:

\* Janet Eustace was contacted and is willing to mentor the Assistant Clerk for 5 to 6 hrs a week on a Locum basis - Agreed. Assistant Clerk's remuneration for additional responsibility to be proposed at the April Finance & General Purposes committee and to be authorised at May's Full Council Meeting.

\* The Assistant Clerk will take on the role on the following basis:

- a. All procedures relating to Year End to be addressed by the Finance Officer and FGP;
- b. All Committee meetings for March to be clerked by a nominated Committee Member or deferred;
- c. Assistant Clerk to open Committee meetings on Zoom only then hand over hosting;
- d. All Councillors to minimise their contact with the office and refer queries to the Committee Chair where possible;
- e. All Councillors to communicate with the Assistant Clerk by email in the first instance, with phone calls and in person visits only if matters are urgent and cannot be dealt with otherwise;
- f. In person visits are to be requested by email where it makes sense to have a discussion in person on a particular topic, and the Committee Chair and Assistant Clerk agree to this;
- g. No calls or contact is to be made with the Assistant Clerk after 3pm daily or at weekends unless the matter is urgent and has the permission of the Council Chairman;
- h. All Committee projects to be put on hold where possible unless already scheduled;
- i. Working arrangements to be reviewed after one month to consider impact of workload and possible changes to the status of the Community Centre.

**3) Discuss vacancy advert wording (draft circulated) and where to advertise:**

\* Agreed only to advertise on the Gloucestershire Live Fish4Jobs site @£150.00 +VAT, also Bourton Browser, GAPTC, NALC, Parish Council's website and social media channels. Slight alterations to the wording of the draft advert were made including the salary scale, closing date and interview date.

**4) Discuss and agree any amendments to the Person Specification (draft circulated):**

\* Any amendments to be fed back to the Chair by Wednesday 17<sup>th</sup> February by 8pm.

**5) Discuss and agree Job Description (draft circulated):**

\* Any amendments to be fed back to the Chair by Wednesday 17<sup>th</sup> February by 8pm.

**6) Discuss and agree current Contract of Employment (circulated):**

\* Current up to date GAPTC contract requested for comparison with the existing Clerk's.

\* View expressed to extend probationary period to 26 weeks on the contract, advice from GAPTC is to leave as the model form but Parish Councils can extend this period in writing if there are concerns.

**7) Agree Salary Banding range dependent on experience:**

\* LC2/LC3 28 to 32 agreed.

**8) Agree Interview process (dates, person specification checklist):**

\* Closing date 24<sup>th</sup> March, Interviews Thursday 8<sup>th</sup> April 2021

\* Any changes to Person Specification Checklist to be received by the Chair by 8pm on Wednesday 17<sup>th</sup> February.

Meeting Closed at 4.58pm.