

From: Chris Pottinger [mailto:chrispottinger@live.co.uk]
Sent: 01 August 2016 11:27
To: Cllr Simon Taylor <simon@sbtproperty.co.uk>
Subject: Resignation of Clerk

Simon,

I thought, as my 'employer' and chairman of the Parish Council, you should be the first to know of my decision to resign as Clerk... in the near future.

I had never intended to continue as Clerk following the next Parish Council Elections (it would have been my third term with some involvement in the PC!!!!), and have therefore given some thought as to the best time, as far as the Parish Council is concerned, for them to have a new Clerk in position. It is clearly not a good idea to have BOTH a new Clerk and a new Parish Council at the same time. I am presuming that at least some of the current Cllrs will not stand for a second term! But, I could be wrong!!

It is imperative that the Parish Council therefore has a new Clerk in position no later than 1st July 2017 (nearly a year away) in order that he/she can gain a thorough grasp of the current working practices, aims and objectives etc and to get to know the Cllrs... and the residents!!

There are two periods in the year when handover is probably most appropriate and least disruptive:-

* **1st January 2016:** at this point the Budget and Precept for the forth coming year (2017/18) will have been agreed; and there is three months for the new Clerk to understand the Accounts in anticipation of 'closing'.

* **1st July 2017:** at this point the Final Accounts 2016/17 will have been completed, submitted, and should have been signed-off by the two sets of Auditors; and there is five months for the new Clerk to get to grips with the plans of the Council for the current year and to develop the Budget for the coming year (2018/19).

I would of course anticipate there would be a need for at least one month's handover.

As the Parish Council has recently formalised the Remuneration Package incl salary, contract of employment, person spec, job description, it is now in a strong place to be able to advertise for a new Clerk.

I am in the process of drafting the Agenda for the September meeting, and intend to circulate it to Cllrs by the end of this week, (and once agreed then circulate it to the residents). I have included an item on the Agenda announcing my resignation.

If you have any questions or thoughts about alternative timing etc, please give me a call.

Very best wishes,

Chris