

## **Minutes of Extraordinary Meeting of Bleasby Parish Council**

**Thursday 4<sup>th</sup> June 2015**

**7.30pm Bleasby Village Hall**

### **1. Apologies for absence**

Rachel Horsley

### **2. To consider resolving the exclusion of the press and public from the meeting for the following items in accordance with the terms of Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the items.**

Councillor Goodwin proposed we accept exclusion, Councillor Foster seconded, unanimously agreed. No public present.

### **3. Report of the Interviewing Panel on the interviews to appoint a Parish Clerk**

Applications received from 5 candidates. Interview panel went through the 5 CVs and identified 3 potentially suitable for interview and 2 who were not suitable.

The panel interviewed the 3 candidates. The interviewees were asked fixed questions to ensure consistency & fairness to all candidates.

Candidate No 1 – worked for Mansfield district council. Very personable, good knowledge of council workings and of the transparency code. Accepted pay & working hours. The panel felt the candidate would fit in however they did not have parish clerk experience and had not prepared accounts before. Panel felt overall that the candidate did not have enough experience or technical knowledge.

Candidate No 2 - currently a parish clerk at a slightly bigger parish. Also has some experience of the village as has taught at Bleasby School. Candidate answered questions well, was knowledgeable, aware of transparency code. An honest, open character who would do a good job. Finance questions were answered well, owned own laptop with PAYE system. Seemed organised, knowledgeable and quite chatty. Panel felt the candidate would be suitable for the position.

Candidate No 3 – currently works as parish clerk at larger parish. Candidate had good knowledge and was excellent on the transparency code. Has 4.5 years experience as a parish clerk. Candidate could calculate PAYE & has produced accounts. Candidate agreed to hours, was happy with payscale and believed in timely minutes – would produce within 1 week.

Both candidates number 2 & 3 were good & the panel felt they could appoint either. Panel felt candidate number 3 may be slightly better suited to the role due to her strength of character. It was felt candidate number 2 may have found it slightly harder to cope with the strong characters the clerk may come up against both on the parish council and within the parish.

**4. To approve or otherwise the appointment of a Parish Clerk with terms and conditions as recommended by the Appointment Panel**

The council discussed the candidates and the feedback from the panel.

Councillor Andersen proposed we offer the position to Candidate No 3 subject to satisfactory references. Councillor Gent seconded, agreed unanimously.

Councillor Andersen proposed we offer pay scale SPC19 with an annual increment up to top of scale SPC22. 6 month probationary period. Councillor Cast seconded, unanimously agreed.

Councillor Andersen proposed if for whatever reason candidate number 3's appointment does not go through, we should offer the position to candidate number 2 on same terms. Councillor Cast seconded, unanimously agreed.

Councillor Andersen to check references for candidate number 3. Councillor Cast to give feedback to candidates number 1 & 2.

**5. Confirmation of date(s) of the future meetings**

No future meetings regarding appointment of clerk necessary.

Thanks to Councillor Gent for taking minutes.