

Selattyn and Gobowen Parish Council

Minutes of the EXTRAORDINARY meeting of the Parish Council on Wednesday 29 January 2020 at the Pavilion, Gobowen at 7.00pm

In the Chair – Cllr Macey

Present: Councillors Bird, Broom, Clare, Crow, Ellis, Emery, Evans, Harness, McKenna, Morgan, Worthing

In attendance: J Morgan-Birtles (Clerk to the Council),

Also present: 3 members of the public,

1140	To receive apologies and reasons for absence Cllr West-Wynn – personal reasons Cllr Westwood-Bate – away on business
1141	Disclosable Pecuniary Interests a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. b) To consider any applications for dispensation – none received.
1142	The Chairman offered the thanks of the council to the Clerk and CFO for their work during their employment. To agree the appointment of a locum Clerk i. The Chairman to work with SALC to recruit a locum clerk until the completion of the recruitment process, furthermore that the appointment of a locum be ratified at the next full council meeting. ACTION Agenda item for February meeting. ii. Cllr Emery suggested that the internal audit to be carried out by Bernard Townson between clerks. ACTION: Clerk to arrange Proposed: Cllr Macey Second: Cllr Emery It was RESOLVED to AGREE
1143	To consider and agree the staffing structure i. Suggestion of the appointment of one full-time (37 hours) Clerk and RFO in the first instance to cover the full role with a future review to appraise if there was a need for additional staffing. ii. All council duties to be covered as set out in the councils adopted policies and procedures. Any changes or additions to these to be agreed by Council accordingly. iii. Council and committees are the primary routes for Councillors to contribute to the running of the council and support staff. iv. Proposal to hold a specific councillor training session to deal with: Clerk/Councillor Protocol; Being a good employer; Councillors' code of conduct, holding successful meetings – ACTION Feb agenda v. In-built review to cover staffing and premises. Proposed: Cllr Bird Second: Cllr Evans A vote was taken and agreed It was RESOLVED to AGREE

<p>1144</p>	<p>To consider and agree salaries</p> <p>Salary range LC2 SCP 30 to 34 £27,905 - £31,371</p> <p>Proposed: Cllr Macey Second: Cllr Bird</p> <p>It was RESOLVED to AGREE salary scale</p> <p>Job advert:</p> <p style="text-align: center;"><u>SELATTYN & GOBOWEN PARISH COUNCIL</u></p> <p style="text-align: center;">Parish Clerk/Responsible Financial Officer Vacancy</p> <p>Applications are invited for the post of Clerk to Selattyn and Gobowen Parish Council. The post is 37 hours/week to be worked flexibly. Council meetings take place monthly in the evening (2nd Wednesday of the month). The post-holder will be expected to work mainly from home with on-site work as required (including evening meetings).</p> <p>The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors, local government officials and managing the day to day operations of the council's services and facilities. The post-holder will also be the Council's Responsible Financial Officer and should have experience of managing accounts, bank reconciliations, preparing budgets, VAT returns and organising audits.</p> <p>The successful applicant should be computer literate, will have previous local government experience and will hold or, undertake to work towards, the Certificate in Local Council Administration or the Certificate of Higher Education in Community Governance. First class communication and interpersonal skills are also required.</p> <p>This is an exciting opportunity for anyone wanting to work for a proactive and vibrant council.</p> <p>The conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations. The salary range is LC2, SCP 30 rising to SCP 34 (£27,905 - £31,371) depending upon qualifications and experience.</p> <p>An application form, job description and further details can be obtained by contacting the Locum Parish Clerk on 01691 886502 or email clerk@selattyn-gobowenpc.org.uk or from the council's website – www.selattyn-gobowenpc.org.uk</p> <p>Closing date: 12 noon on Wednesday 19th February 2020. Interviews will take place on ...xxx.</p> <p style="text-align: center;">Selattyn and Gobowen Parish Council is an equal opportunities employer</p> <p>Proposed: Cllr Macey Second: Cllr Bird</p> <p>It was RESOLVED to AGREE Job advert as above</p>
<p>1145</p>	<p>To set out the recruitment process</p> <p>a) Timetable of events</p>

	<ul style="list-style-type: none"> i. Week 1 (wc 03.02.20)- Advert and job description to be agreed by end of next week by panel – passed to SALC to advertise. ii. Week 2 (wc 10.02.20) - Advertise through SALC, Social Media, Website in the first place iii. Progress update at Full Council 12 February 2020. iv. Week 4 (wc 24.02.20) – Shropshire Star, if necessary. Budget proposed of £400 plus VAT - approved v. End of February for interviews (if enough applications received without Shropshire Star) vi. Interviews to be held at Lion Quays £150 for the room (full day) £100 (half day) Budget up to £200 but as low as possible. <p>b) Selection of recruitment panel</p> <ul style="list-style-type: none"> i. Delegation of duties pursuant to all matters in recruitment to appointment. ii. Panel - Cllr Bird, McKenna, Morgan, Crow. <p>Cllr Macey to meet and greet, with Emery and Worthing as subs.</p> <p>The delegation to and, appointment of the recruitment panel was proposed as above:</p> <p>Proposed: Cllr Emery Second: Cllr Macey</p> <p>It was RESOLVED to APPROVE</p>
1146	To note the date and place of next meeting. Wednesday 12 February 2020 at the Pavilion, Gobowen.
1147	<p>Exclusion of press and public</p> <p><i>To resolve: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.</i></p> <p>Staff matters</p> <ul style="list-style-type: none"> a) Extra hours worked by Clerk – to agree payment for these Proposed: Cllr Broom Second: Cllr Bird. Vote was taken by show of hands and passed It was RESOLVED to APPROVE payment of extra hours worked up to the end of employment. b) Retention of staff issues – Peninsula to advise on any suitable policies to be adopted. c) Year end 2019/20 – ACTION to add item to Feb agenda. DCK Accounting have quoted £395 for this – council approval needed.

Meeting closed at: 20:32