

Loughton & Great Holm Parish Council

Extra Ordinary Meeting of the Full Council

Minutes of the meeting held on Monday 21st August 2017, 7:30pm at The Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

Present: Cllrs Peter Todd (Chair), Sandra Boland, Andy Dransfield, Hilary Dyer, Thomas Gray, John Howe, Claire Jones, Andy Sargent

Also present: Brian Barton (Parish Clerk)

FC 63/17 Apologies:

Received from Cllrs Peter Ballantyne and **Zoe Nolan (Vice-Chair)**

NOTED

FC 64/17 Declarations of interest:

There were no declarations of interest.

NOTED

FC 65/17 To note the resignation of the Parish Clerk / RFO, and to:

(a) To approve the salary and the NJC pay scale. The present Parish Clerk / RFO is on NJC pay scale 27. The salary figures as listed are for the full time equivalent.

Members discussed the salary and NJC pay scales and agreed to advertise the post using a range of NJC pay scales from 24 up to 30, the NJC pay scale offered to the successful applicant will depend on their experience.

RESOLVED

To approve the NJC pay scales from 24 up to 30, and determined depending on experience, the salary will be advertised as pro rata.

(b) To approve the Job Description and Person Specification

Members considered the tabled Job Description and Person Specification and agreed the following amendments:

- To delete “RFO” and replace with “Responsible Financial Officer” in the Job Description and Person Specification documents.
- Under the Job Description Specific Responsibilities heading, “attend all meetings of the Parish Council and all meetings of its committees” to add “(which will be approximately two meetings a month).”
- To add Under the Job Description Specific Responsibilities heading, “To open and close up the meeting venue and prepare the room before the start of each meeting.”

- To delete under the Person Specification, Qualifications/ Experience/Skills heading “Desirable” and replace with “Essential” after the statement “Experience of finance; preparing financial statements, bookkeeping, preparing cash flows and budgets”.
- To add under the Person Specification, Personal Attributes heading “To live in the Parish, and the ability to work from home, and willingness to work in an office environment, when the Parish Council obtains its own premises”. To also add “Desirable”
- To add under the Person Specification, Personal Attributes heading “To adhere to deadlines, to manage workloads in own time”. To also add “Essential”.
- To delete under the Person Specification, Personal Attributes heading “Able to work flexibly and with occasional evening meetings as and when required” and replace with “Able to work flexibly and to attend two evening meetings a month and any additional meeting(s) as and when required”.

RESOLVED

- 1. To delete “RFO” and replace with “Responsible Financial Officer” in the Job Description and Person Specification documents.**
- 2. That under the Job Description Specific Responsibilities heading, “attend all meetings of the Parish Council and all meetings of its committees” to add “(which will be approximately two meetings a month).”**
- 3. To add Under the Job Description Specific Responsibilities heading, “To open and close up the meeting venue and prepare the room before the start of each meeting.”**
- 4. To delete under the Person Specification, Qualifications/ Experience/Skills heading “Desirable” and replace with “Essential” after the statement “Experience of finance; preparing financial statements, bookkeeping, preparing cash flows and budgets”.**
- 5. To add under the Person Specification, Personal Attributes heading “To live in the Parish, and the ability to work from home, and willingness to work in an office environment, when the Parish Council obtains its own premises”. To also add “Desirable”**
- 6. To add under the Person Specification, Personal Attributes heading “To adhere to deadlines, to manage workloads in own time”. To also add “Essential”.**
- 7. To delete under the Person Specification, Personal Attributes heading “Able to work flexibly and with occasional evening meetings as and when required” and replace with “Able to work flexibly and to attend two evening meetings a month and any additional meeting(s) as and when required”.**

(c) To approve the Parish Clerk / RFO Job Advert

Members approved the full job advert as tabled, with the salary and NJC rates along with the link to the website to be added.

To also add the deadline date for applications which will be two (2) weeks from when the advert is placed, and to include the date for the week when interviews will be taking place.

To add to the full job advert and the application form the following statement "All applicants must declare any personal, political and business relationship(s) with any member(s) of the Parish Council".

RESOLVED

- 1. To approve the full job advert as tabled, with the salary and NJC rates along with the link to the website to be added.**
- 2. To also add the deadline date for applications which will be two (2) weeks from when the advert is placed, and to include the date for the week when interviews will be taking place.**
- 3. To add to the full job advert and the application form the following statement "All applicants must declare any personal, political and business relationship(s) with any member(s) of the Parish Council".**

(d) To approve the sources and expenditure in which to advertise the Parish Clerk / RFO position.

Members agreed to place an advertisement in the first week of September with the Milton Keynes Citizen for an 8cm x 5.8cm box advert (which is the size of two (2) credit cards one on top of the other), to run for two (2) weeks in the newspaper and online at a cost of £500 + VAT.

Members further agreed to place an advertisement in the first week of September with the Society of Local Council Clerks (SLCC) on their website for two (2) weeks at a cost of £175 + VAT, and with the Buckinghamshire and Milton Keynes Association of Local Councils (B&MKALC) on their website; this is free to all members of the association.

The full job advert will be circulated to all Parish and Town Clerks, to be uploaded on to the website, and placed in all of the seven (7) notice boards throughout the Parish.

RESOLVED

- 1. To place an advertisement in the first week of September with the Milton Keynes Citizen for an 8cm x 5.8cm box advert (which is the size of two (2) credit cards one on top of the other), to run for two (2) weeks in the newspaper and online at a cost of £500 + VAT.**
- 2. To place an advertisement in the first week of September with the Society of Local Council Clerks (SLCC) on their website for two (2) weeks at a cost of £175 + VAT, and with the Buckinghamshire and Milton Keynes Association of Local Councils (B&MKALC) on their website this is free to all members of the association.**

3. That the full job advert to be circulated to all Parish and Town Clerks, to be uploaded on to the website, and to be placed in all of the seven (7) notice boards throughout the Parish.

FC 66/17 To approve and appoint a panel of three (3) to shortlist and interview candidates for the position of Parish Clerk / RFO, and to make a recommendation for appointment to a meeting of the Full Council:

Members agreed that the interview panel to consist of Cllrs Sandra Boland, (Andy Dransfield or John Howe depending on availability) and Peter Todd.

The interview panel will sign off the job advert, the amended Job Description and Person Specification, and the Job Application form.

The Parish Clerk was asked to produce the Job Application form.

The Parish Clerk will circulate all the documents to the interview panel for approval.

RESOLVED

1. That the interview panel to consist of Cllrs Sandra Boland, (Andy Dransfield or John Howe depending on availability) and Peter Todd.
2. That the interview panel to sign off the job advert, the amended Job Description and Person Specification, and the Job Application form.
3. That the Parish Clerk to produce the Job Application form.
4. That the Parish Clerk will circulate all the documents to the interview panel for approval.

FC 67/17 To decide and approve the arrangements for covering the duties of the present Parish Clerk / RFO after his formal departure:

Members discussed various options such as making a formal shared interim arrangement with a neighbouring Parish Council either on a temporary or short term basis and to review after a couple of months'.

Cllr John Howe offered to approach Shenley Church End Parish Council as he has a contact he could speak to.

The Parish Clerk could provide a locum service until an appointment is made.

A locum could be appointed to attend meetings of the Parish Council and take the minutes and produce them, as the Parish Clerk would not be able to attend due to his duties with his future employer.

The Parish Clerk was asked to email all Parish and Town Clerks in the Milton Keynes area to ask if anyone of them wished to provide a locum service, to be paid at the appropriate hourly rate.

RESOLVED

1. That Cllr John Howe to approach Shenley Church End Parish Council to discuss the possibility of a formal shared interim arrangement on a temporary basis to provide locum cover.
2. That the Parish Clerk to provide a locum service until an appointment is made.

3. That a locum to be appointed to attend meetings of the Parish Council and take the minutes and produce them, as the Parish Clerk would not be able to attend due to his duties with his future employer.
4. That the Parish Clerk to email all Parish and Town Clerks in the Milton Keynes area to ask if anyone of them wished to provide a locum service, to be paid at the appropriate hourly rate.

THE CHAIRMAN CLOSED THE MEETING AT 8:50PM

Signed _____ Chair Date _____