

## Loughton and Great Holm Parish Council

### Extra Ordinary Full Council Meeting

**Minutes of the meeting held on Monday 9th October 2017, 7:30pm at The Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes**

**PRESENT: Cllrs Peter Todd (Chair),** Peter Ballantyne, Sandra Boland, Andy Dransfield, Thomas Gray, John Howe, Claire Jones, Zoe Nolan and Andy Sargent.

**Also present:** Lesley Sung (Locum Parish Clerk).

#### **FC 87/17 Apologies**

Received from Councillor Hilary Dyer.

#### **FC 88/17 Declarations of Interest**

None received.

#### **Confidential Item**

**The Council resolved to consider the following items in private due to discussions about employees and individuals.**

#### **FC89/17 Appointment of Parish Clerk / Responsible Finance Officer (RFO) on the Recommendation of the Interview Panel**

The staffing & Finance Committee had shortlisted 4 out of the 5 applications for the vacant post of Parish Clerk / Responsible Finance Officer. Of the 4 candidates, one person pulled out of the interview process which left 3 candidates for consideration.

The interview panel consisted of Councillors Peter Todd, Sandra Boland and John Howe. Councillor Peter Ballantyne was on hand as a substitute; to meet and greet and to supervise any 'test' given as part of the interview process.

All members of the interview panel were in agreement and recommended the appointment of Beverley Field as the Parish Clerk and Responsible Finance Officer, subject to the completion of a satisfactory 6-month probationary period.

**Resolved:** That Beverley Field be appointed as the Parish Clerk and Responsible Finance Officer (RFO) for Loughton & Great Holm Parish Council, subject to the satisfactory completion of a 6-month probationary period.

#### **FC 90/17 Authorisation to Execute the Draft Model Contract of Employment**

The Council considered the draft model contract and made amendments as appropriate.

#### **Resolved:**

1. That paragraph 9.2 be taken out of the draft model contract.

2. That the salary scale point as agreed be offered and reviewed at the end of the 6-month probationary period.
3. That following the 6-month probationary period, notice to leave the employment of the Council and visa-versa would be 3 months.
4. That recognising that the Council does not currently have an approved sickness and leave policy in place, that a policy be considered at a meeting of the Council as soon as possible.
5. That the model contract be approved, as amended.
6. That the amended contract be executed.

**FC 91/17 Actions to be taken if a Parish Clerk /Responsible Finance Officer is not appointed.**

As the interview Panel's recommendations were accepted by the Council, this item was withdrawn.

**The meeting ended at 8.45pm**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_