
Minutes of the EXTRA ORDINARY PARISH COUNCIL MEETING held Friday 30th October 2020 at 9.30am via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Reed, Williams and Hoey
Absent: Cllrs Boylan, Chappell, Logan, Martin, Weltman and Jewitt

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllrs Jewitt, Logan, Martin and Weltman (business),

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: No interests were declared

3. **Recruitment of new Clerk and RFO**

a) **To note the resignation of the Clerk and vacant position from 23rd November 2020**

Noted: The resignation of the Clerk and vacant position from 23rd November 2020 was noted.

b) **To approve a job description and person specification for the Clerk and RFO role**

Resolved: The draft job description and person specification were reviewed and approved for publication.

c) **To approve a job advert and distribution plan**

Resolved: The draft job advert was approved with the job to be advertised at 20 hours on NALC/SLCC SCP (24-28) via CHALC and the Council's Facebook page and website. The closing date for applications is set as 13th November.

d) **To approve members of an employment committee to be authorised to shortlist, conduct interviews and recruit within the job terms agreed**

Resolved: It was resolved to appoint Cllrs Reed, Martin and Williams to interview candidates with Jackie Weaver, Chief Officer of CHALC. Cllr Bannister will interview if one member is unavailable to retain a minimum of three members on the panel.

e) **To agree on the interview format and date for interviews to take place**

Resolved: It was resolved to interview candidates on Zoom on the evenings of Monday 23rd or Friday 27th November, with the Zoom invite to be set up by CHALC.

f) **To consider the recruitment of an interim clerk**

Resolved: It was resolved to investigate the option of an interim clerk, with support to be requested from Jackie Weaver about the process of appointing a temporary Clerk and RFO.

ACTION: SM

4. **Close of meeting**

Noted: The meeting closed at 9.55am
