

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Extraordinary Meeting held on Wednesday 4th May 2016 at 7.00 pm at Nether Alderley Parish Hall.

In the Chair: Cllr. J Shufflebottom
Parish Councillors present: Cllr. Y. Bentley, Cllr. C. Walker, Cllr. J. Wilkinson
Also present: Mrs. P. Langham, Parish Council Clerk

1. To receive apologies for absence

Apologies for absence were received from Councillors D. Colgan, S. Lewis, C. McKeown and S. Shorland

2. To receive Declarations of Interests and confirm Code of Conduct expectations and procedures

2.1 To Declare Disclosable pecuniary interests.

No declarations were made.

2.2 To Declare non- pecuniary interests.

No declarations were made

3. To consider and approve Applications for Dispensations

No applications for dispensation were submitted.

4. Appointment of new Clerk to the Parish Council

Cllr. Shufflebottom explained communication with and advice received from Cheshire Association of Local Councils regarding appraisal of the role, contract details, advertising and other information

RESOLVED: *The Parish Council considered and resolved to approve matters relating to appointment of a new Clerk with regard to advice received, as follows:*

- That the role advertised for Clerk to the Parish Council will include the duties of Clerk to the Burial Board.
- Hours of work will be an average of 10 per week
- There will be a probationary period of 3 months with re-evaluation of hours at that point
- Probationary period will include weekly meetings, depending upon experience, with the Chair and input from all Councillors
- The salary banding will be set at 18-22
- The Parish Council approved the wording of an advertisement and that applicants communicate with the Chairman for enquiries and applications
- That advertising the post takes place over a 3 week period with closing date of 25th May 2016.
- That advertising for the role will be through the website, notice boards and ChALC mailing. The Parish Council approved that the Primary School and St. Mary's could be approached to advertise on their boards and that Cllr. Wilkinson should take the advertisement to a local Job Centre. That an advert is posted in the local paper at an approved cost of £385 plus VAT with expenditure funds moved from the Clerk's salary/pension budget heading. That advertising will commence tomorrow.
- That annual leave entitlement, sick leave and notice period will be as detailed in the NALC model contract
- That expenses and pension will be considered again and that advice regarding pension provision would be sought.
- A time frame for advertising, interviews and appointment, in conjunction with a time frame for the current Clerk's end of employment
- That the NALC model application form is used for applicants

The Council considered an option to retain the current Clerk for a limited number of hours for a short period to support completion of audit and training support. The Council considered instatement of polices relating to employment and approved that the Chairman contacts ChALC for guidance

The Council considered a Job description for further consideration and approval at the meeting on 10th May.

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting held on 10th May 2016.

Signed..... Date.....

Signed.....