

Knightswick and Doddenham Parish Council

Minutes of the Special Meeting of the Parish Council on Monday 13th March 2023 at 18:45 hrs. at the Talbot Hotel.

Present;

Cllrs: Ms G Evans, M J C Bellamy, F Budden, D Steel, G M Brewin Clerk to the Council.

Apologies: Cllr Ms M Horton,

Visitors: Mr R Timney – candidate for appointment of Clerk to the Council (from 19:00hrs)

Note – The meeting had been called by the Clerk under LGA 1972, Sch12, paras 8 and 24 to elect a Chair following the previous Chair's resignation from the Council on 17/2/23.

As a secondary matter councillors would interview applicants for the post of Clerk to the Council, from 1/5/23, the present clerk having given notice of his resignation on 31/1/23 effective 30/4/23.

Agenda;

1.

Apologies for absence

The apology from Cllr Ms M Horton was accepted.

2.

Election of a Chair - the current Chair having resigned from the Council

The current vice-Chair Cllr Ms G Evans was proposed by Cllr M J C Bellamy and agreed unanimously. Cllr Ms G Evans accepted, signed the Declaration of Acceptance of Office and took the Chair.

3.

Members Declaration of Interests.

There were no declarations of interest in agenda matters.

4.

Interview two candidates for the forthcoming vacancy for Clerk to the Council

a) Ms A Gwinnett - Prior to the meeting Ms Gwinnett had advised the clerk that she would not be attending for interview.

b) Mr R Timney; Councillors interviewed Mr Timney at length over his experience and qualifications for the post. (CV – see appendix -a)
The interview concluded at 19:40

5.

Consider making an appointment of Clerk to the Council from 1 May 2023.

After a substantial discussion the following was agreed on the proposition of the Chair.

'That Mr R Timney be offered the appointment of Clerk to the Council from 1 May 2023 for 242hrs/yr, (ref Minute 6i, 15/5/22) at a similar salary to that of his current employment.

In addition to enable a smooth transition he be offered a temporary appointment of assistant to the Clerk from 1st to 30th April 2023 at the same salary.

Mr R Timney to attend the council's next meeting on 20th March to resolve and formalise other details.'

The meeting closed at 20:00hrs

Minutes confirmed

appendix -a

Richard Timney

198 West Malvern Road,
Malvern, Worcs, WR14 4AZ.
Telephone : 07515 881231
E mail : richardtimney@yahoo.com
DOB : 27.12.62 Nationality : British

Relevant Qualifications

A Professional Certificates in Management (Open University)
A Professional Certificate in Ethical Fundraising (Open University)
I am a member of the Chartered Institute of Fundraisers.

Work Experience

Sept 2022 – present day

Clerk and RFO to Crothorne Parish Council.

7 hrs per week – homebased with bi monthly meetings plus occasional special meetings. We have just settled our budget requirement for the next year and submitted our precept request.

I have undertaken my initial training and will start eight further sessions in the coming year with the support of Crothorne PC.

Oct 2011 to present day

Village Hall and Business Adviser (Funding and Social Enterprise). (part time)

Village Hall advisor for Herefordshire and Worcestershire – supporting 340 village halls with governance and funding advice and applications.

I have liaised many times with parish councils, advised on Public Works Loans, administered DEFRA's Rural Community Buildings Loan Fund. I have a good understanding of the relationships that can exist between parish councils and village halls – and some of the common areas of interest and occasional difficulties. I work well with both HALC and CALC.

I also provide wider organisational development advice for voluntary and community sector organisations. Built on 30 years experience as a fundraiser and volunteer manager and my professional qualifications in management and fundraising.

2013 – 2021

Trusts and Bids manager for Sight Concern Worcestershire. (part time)

Working in a fundraising department of three I was responsible for funding research, trust liaison, developing project details and budgets, writing and submitting bids and submitting appropriate reports to funders.

During this time my work helped to secure multi year funding awards from the National Lottery (with follow up funding) and large trusts such as Garfield Weston and others. These together were worth more than a million pounds. In addition, I was responsible for writing and submitting a large number of trust applications with a high degree of success.

Part of my work was to develop narratives for key areas of SC work and project formats to ensure sustainable funding wherever possible. I needed to understand our accounts in detail as funders would often use them to judge the need for their support and ask questions about reserves policies, free reserves, the amounts spent on non charitable activities and the like.

July 2010 to Oct 2011.

Freelance charity support and bid writing

In July 2010 I formed a consultancy company working with NFP groups. The work involved organisational advice, PR, trust fund and local authority funding applications, charity and company registrations and project development. My clients included community based charities and cancer treatment fundraising groups. Raising funds from a range of sources. I developed working partnerships with local authorities and community groups and I helped establish new charities including The Stan Bowley Trust – which has since raised hundreds of thousands of pounds through events for very specialist radio therapy.

May 1994 – April 2002

Borough Councillor in Redditch

Ending my time as Chair of the Finance Committee.

May 1997 – June 2010.

Executive Parliamentary Assistant to The Rt Hon Jacqui Smith MP.

Responsible for:

Writing press releases, developing campaigns - executive responsibility for comments and responses to press enquiries national and local.

In depth research, report writing.

Managing 5 staff and 40 volunteers.

September 1995 – May 1997 – parenting – result, one happy physics teacher and one happy food scientist.

June 1984 – September 1995 – Civil Engineering – site engineer and manager and a specialism in precast concrete. Ending managing projects worth over £1million.

Interests and Activities.

I have been a school governor at two schools and a Samaritan.

I am a trustee of two village hall charities, including West Malvern Village Hall.

I like walking and golf and have recently taken on an allotment in West Malvern.

I served as a local Councillor in Redditch for eight years – 1994 – 2002.

Skills

I am a good public speaker and presenter. I regularly hold and chair briefing meetings for up to 100 village hall managers.

I have a very good understanding of democratic structures and protocols.

I am a confident user of Microsoft Word, Outlook, Excel and Power Point, Zoom and Teams. I have also developed my own websites.

As part of my management and fundraising studies, and over many years I have picked up a good understanding accounting but would like to undertake some formal training on accounting for parish council matters.

I have a full driving licence.

Referees

Fiona Blake

Former Fundraising Manager

Sight Concern

Now at

Worcester Porcelain Museum

fionaeblake@gmail.com

07824 833608

Roger Britten

Chair of Trustees

Community First in Herefordshire and Worcestershire

Rogerb@comfirst.org.uk

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