

# ABBOTS MORTON PARISH COUNCIL.

## Draft minutes of the Staffing Committee Meeting held in Abbots Morton Village Hall on 3rd November 2016 at 7.45 pm. Meeting No:19

<b>Present:</b>	Cllrs. Mr. Humphries, Ms. Owen and Mr. O'Boyle. <b>In attendance:</b> Mrs N. Holland (Clerk).
<b>01/19</b>	<b>Election of Chairman – Resolved</b> that Cllr. Mr. O'Boyle be elected as Chairman.
<b>02/19</b>	<b>Apologies</b> – Cllrs. Mr. Smith and Mr. Whitlow.
<b>03/19</b>	<b>Declaration of personal and prejudicial interests</b> – nil.
<b>04/19</b>	<b>Dispensations:</b> Nil received.
<b>Public Question time:</b> Nil present.	
<b>05/19</b>	<b>Item 6</b> – at any point in the meeting the Committee may resolve to exclude the public on the grounds that the business to be transacted may relate to confidential matters which the Committee is obliged to consider confidentially as an employer.
<b>06/19</b>	<p><b>Resolved</b> to take the following actions following receipt of the Clerk's notice of resignation:</p> <p>a) Advert below to be placed in Notice Board, Arch Messenger, CALC website, surrounding shops, and Parish Council websites. Clerk will also contact neighbouring Clerks to see if interested in taking on extra work.</p> <p><i>Applications are invited for a part time Clerk and Responsible Finance Officer to work from home 4 hours per week.</i></p> <p><i>Abbots Morton is a very small parish with few assets and a small precept thus making the role very manageable to work around other positions.</i></p> <p><i>The successful candidate would be required to:</i></p> <p><i>Preparation of agendas/minutes for evening meetings held bi monthly.</i></p> <p><i>Correspondence; liaising with Parish Lengthsman and communication with members of the public and Councillors.</i></p> <p><i>Financial matters to include management of accounts, budget and audit.</i></p> <p><i>Candidates must be computer literate in Microsoft Word and Excel.</i></p> <p><i>Training will be provided.</i></p> <p><i>Salary will be in accordance with NALC recommended salary scale.</i></p> <p><i>For further information or to submit an application please contact <a href="mailto:abbotsmortonpc@gmail.com">abbotsmortonpc@gmail.com</a> or telephone 01386 793050.</i></p> <p><b>Closing date for receipt of application: 4th January 2017.</b></p> <p>b) If interest received standard CALC application form to be used.</p> <p>b) The Clerk will resign from post on the 28th February 2017. If no applications received contingency plan will have to be put in place.</p>
<b>Meeting declared closed at 8.15 pm.</b>	