



Extraordinary Finance and Staffing Committee

Meeting held 10:30am

Tuesday 18th June 2019

Catshill Village Hall, Golden Cross Lane, Catshill

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| Members present | Cllrs – P Baker (Chairman), T Gillespie, M Johnson, M Knight, B McEldowney, M Saunders |
| In attendance | Clerk - Rebekah Powell |
| 1. Election of Vice Chairman | It was agreed that Cllr T Gillespie would be the Vice Chairman of this Committee |
| 2. Apologies for absence | None |
| 3. Declarations of Interest | None were made. |
| 4. Dispensations | None requested |
| 5. Adjournment of meeting for public question time | No Members of the public were present |
| 6. To re-open the meeting and consider resolving to exclude the public due to the nature of business to be discussed | The meeting re-opened.
It was agreed to close the meeting to the public during the consideration of the following item of business containing exempt information that involves the likely disclosure of confidential information which would be in breach of an obligation of confidence [Public Bodies (Admission to Meetings) Act 1960, s1.2] |
| 7. To agree the parish council's procedure and actions following receipt of the Clerk's notice of resignation | Members discussed the letter of resignation received from the Clerk and the subsequent way forward for the Council. This included discussion of the role and hours worked and salary grade.
It was agreed to accept the advert, person specification and job description for the role as circulated by the Clerk
It was agreed to advertise in the Bromsgrove and Redditch Standard, both in the paper and online for a two-week period; on Facebook and the website; in notice boards where possible (due to the large amount of information on the boards at present in relation to Audit) and in the CALC circular.
It was agreed to shortlist on Monday 8 th July and Interview on Thursday 11 th , the latter of which would be included in the advert to attempt to enable all selected candidates to attend, due to the tight timescale with the Clerk's leaving date.
It was agreed to contact CALC regarding a locum Clerk to assist with the |

interim period following the Clerk leaving and any new appointment starting, but also to assist with any mentoring needed if the new Clerk had no Parish Council experience. The current Clerk was willing to assist where possible but her new job was scheduled to begin on 15th July.

The Clerk requested the ability to retain Parish Council documents, contrary to the contract, to enable completion of her CiLCA qualification.

It was agreed that the Clerk could retain all information needed to facilitate the completion of the course.

**The meeting ended
at 11:12am:**

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Chairman, Finance and Staffing Committee
Catshill and North Marlbrook Parish Council

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