



Extraordinary Finance and Staffing Committee

Meeting held 7:30pm

Thursday 15th August 2016

Catshill Village Hall, Golden Cross Lane, Catshill

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| Members present | Cllrs – P Baker (Chairman), T Gillespie (Vice Chair) J Bate, P Callaway, B McEldowney, M Shephard, O Sweeting |
| In attendance | Clerk - Rebekah Powell, Cllr M Knight |
| 1. Apologies for Absence | None received, all present |
| 2. Declarations of Interest | None |
| 3. To consider Members written requests for Dispensation | None received |
| 4. Public Questions | No questions were received |
| 5. Re-opening the meeting | The meeting re-opened to consider the points below |
| 6. Minutes of previous meeting | The minutes of the meeting held 16/06/16 were approved as an accurate record and signed. There were no matters arising. |
| 7. To receive an update on progress in relation to the appointment of Village Hall Supervisor | <p>(Draft job descriptions and person specification circulated for information) To include feedback from the meeting with Richard Levett (Executive Officer, Worcester County Association of Local Councils) regarding the role of the Parish Council going forward.</p> <p>The Clerk informed Members that the meeting with Richard Levett from CALC had been very productive and positive. There were many examples of Village Halls being assisted by Parish Councils with S133 of Local Government Act 1972 Act allowing this. It had been recommended that the contract for the new employee to be made with the Village Hall and not the Parish Council and that a Service Level Agreement be drawn up between the Village Hall and Parish Council to provide clarity as to roles. Financial administration had also been discussed.</p> <p>The interviews for the Village Hall Supervisor Role were to be held on the evening of the 1st September 2016.</p> |
| 8. To resolve to close the meeting to the public | It was agreed to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted |

9. **To agree the Parish Council's procedure and actions following receipt of the Assistant Clerk's notice of resignation.** The Clerk informed Members of her current view of the role and Members discussed this. **It was agreed** to rewrite the job description for the Assistant Clerk to include the administration of the Environment and Highways Committee. This would then be circulated to Members via email for approval. **It was agreed**, following this process, to place an advert in the paper, CALC and on the website for the role of the Assistant Clerk. Shortlisting to be carried out at the next Finance and Staffing Committee.
10. **Date and time of next meeting** Currently scheduled as 13/10/16 at 7:30pm

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Chairman, Finance Committee
Catshill and North Marlbrook Parish Council