SELLING PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Parish Council

held in the Village Hall, Selling, on Monday 29 July 2019 at 7pm

In attendance: Cllr Kevin Hobson (Acting Chairman), Cllr Sue Henderson, Cllr David Woollett and Cllr Amanda Saunders (Acting Clerk/RFO), and one member of the public

1. Welcome and apologies for absence - apologies from Cllr Bowles who is on holiday were received by the council.

Cllr Hobson proposed, Cllr Saunders seconded, agreed unanimously to accept Cllr Bowles' reason for absence.

2. Co-opted councillor: the council welcomed Cllr David Woollett and noted his signed, dated and witnessed Declarations of Acceptance of Office and Interests, which were placed on file.

Cllr Hobson proposed, Cllr Saunders seconded, and it was agreed unanimously that Cllr Woollett would represent the council at the Selling Village Hall Management Committee AGM/Dunkirk Parish Council meeting for neighbouring councils on 30 July 2019 .

3. Declarations of interests and dispensations - none.

4. Staffing/vacancies:

Cllr Hobson proposed, Cllr Saunders seconded, and it was agreed unanimously that this item be held in closed session under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 2960, due to the confidential nature of the matter to be discussed and decided upon, with the press and public excluded from the meeting.

(i) to address councillor vacancies

Cllr Hobson proposed, Cllr Saunders seconded, and it was agreed unanimously that the council would advertise via notice signed by the Vice Chairman the remaining two vacancies for co-option by the council on the SPC website and village notice boards.

(ii) to confirm the appointment of a new Clerk/Proper Officer/Responsible Financial Officer

Cllr Hobson proposed, Cllr Saunders seconded, and it was agreed unanimously that the council would formally appoint Ms Wendy Gregory as Clerk/Proper Officer/Responsible Financial Officer to Selling Parish Council.

(iii) to agree the contract and conditions of employment for the new Clerk

s.112(1) Local Government Act 1972 provides that a Council has the power to appoint such officers as they think necessary for the proper discharge of the Council's functions; and any officer appointed under s.112 (1) shall hold office on such reasonable terms and conditions as the Council appointing him think fit pursuant to s.112 (2) Local Government Act 1972. This is the provision to which a Council must have due regard when drawing up the contract of employment with their clerk.

Cllr Hobson proposed, Cllr Woollett seconded, and it was agreed unanimously that the council would send Ms Wendy Gregory the job description drawn up by the council.

Cllr Woollett proposed, Cllr Hobson seconded and it was agreed unanimously that the council would send Mrs Wendy Gregory the contract of employment (to start her employment on 12 August 2019) drawn up by the council for her to sign, date and return to the council.

(iv) to agree the council's commitment to providing training and development of the new Clerk.

Cllr Saunders proposed, Cllr Henderson seconded, and it was agreed unanimously that the council would pay for Ms Gregory to attend the all day Clerks' Conference with training session in Faversham on 17 September 2019, organised by KALC at a cost of £72 (including VAT) plus travelling expenses - subject to Ms Gregory's acceptance of contract.

(v) to appoint an immediate and temporary line manager for the new Clerk

Cllr Hobson proposed, Cllr Saunders seconded, and it was agreed unanimously to appoint the Chairman of SPC, Cllr Bowles, to Ms Gregory's line manager, subject to Ms Gregory's acceptance of contract.

(vi) to agree an approach is made by the Vice Chairman to a mentor for the new Clerk

Cllr Hobson proposed, Cllr Henderson seconded, and it was agreed unanimously to approach Ms Bex Ratchford to act as mentor to Ms Gregory, subject to the Clerk's acceptance of contract.

5. To confirm the date of the next ordinary council meeting - Thursday 15 August 2019 at 7pm at the Village Hall.

The business of the meeting ended at 9.35pm.

Signed.....Dated.....15th August 2020