

MILBORNE PORT PARISH COUNCIL

Minutes of the **Extraordinary Full Council** meeting
held in The Town Hall on:

TUESDAY 16th July 2019 @ 8:00pm

Present:

Councillors; Mr R. Douglas (Parish Council Chairman & Responsible Finance Officer), Mrs E. Stewart (HR Committee Chairman), Ms K. Gough, Mr R. Tizzard, Mr J. Howes, Mr T. Watts, Mr A. Fletcher, Ms L Macarthur, Mr P. Lock, Mr T. Campbell, Ms Barsby, Mr T. Carty.

In attendance:

Mr S Pritchard – Locum Parish Clerk.

No Members of the public.

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Cllr Mr C. Laughton – Away.
2	<u>Declarations of Interest:</u> None.
3	<u>Recruitment of Parish Clerk & RFO:</u> 4 Members had attended an HR workshop the previous night to look at the finer detail and work through the whole package. This was based on Bruton Town Council and Henstridge Parish Council recruitment documentation; both of which having recently recruited a new Clerk. Cllr Stewart talked members through the documents: • Person specification • Job application form. This can be filled in online from the council's website or printed off from the website and filled in by hand. • The job advertisement including the salary rate. • Hour to be advertised are 22.5h the same as previously, however this is to be reviewed after 3 months. Both the Locum Clerk and the Chairman have expressed concern that the hours are very tight, with the Locum Clerk doing 10 hours per week and the Chairman doing 3 days a week just to keep up with things. As part of this review the possibility of appointing a further person will also be explored, this would be someone to be based in the office and deal with more trivial matters thus freeing up the Clerks time to deliver council projects. • Advertisement to be place in the Blackmore Vale magazine for publication on Friday 26th July. Also, advertisement to be placed on the SALC website, SSDC and a local Facebook page immediately. • Interview panel membership to be Cllr Stewart & Watts as members of the HR Committee, a third Member is required. • Timetable of events: ◦ 30th of July close of applications

Milborne Port Parish Council: 16th July 2019

Website: www.milborneport.org.uk

Email: clerk@milborneportpc.org.uk

Clerk: Simon Pritchard (Locum)

Tel: 01963 251268

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| | <ul style="list-style-type: none">○ 31st of July short list drawn up by the HR Committee members.○ 6th August interview the candidates on shortlist.○ 6th August recommendation made by the interviewing panel to Full Council as to who to appoint.○ 7th August public announcement of appointment. |
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It was proposed by the Chairman to accept the recommendation of the HR workshop and appoint Cllr Lock as the third member of the interview panel, seconded by Cllr Stewart and resolved unanimously.

End of formal meeting 20:18

Signed: _____ Date: _____

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