

**Minutes of Fremington Parish Council
Extra Ordinary Finance and Personnel Committee Meeting
Held on Monday 21st August 2017 at 10.00am at the Parish Council Offices,
12 Higher Road, Fremington**

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Present: Cllrs Mrs S Kingdom (Chairman), D Chalmers, Mrs J Dyson, A Rennles (from Minute No.1708/42) and T Wood
Mrs V Woodhouse, Parish Clerk

1708/34 **Apologies for Absence**
None.

1708/35 **Declarations of Interest**
None.

1708/36 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.

1708/37 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 27th July 2017 as a correct record**
Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 27th July 2017 as a correct record. Cllr Mrs Kingdom duly signed the minutes.

1708/38 **Chairman's Announcements**
None.

1708/39 **Public Participation**
None.

1708/40 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

PART B

1708/41 **To receive update on staffing issues**
Members were informed that the process had been completed and the appropriate sanction imposed, there would be an appeal period. It was **resolved**, with no votes to the contrary, to note the update.

Cllr Rennles entered the meeting at 10.11 am.

1708/42 **To receive the Handyperson's resignation**
It was **resolved**, with no votes to the contrary, to receive the resignation from the Handyperson.

1708/43 **To agree/amend as necessary recruitment paperwork including Advert, Application Form, Job Description and Terms of Employment**
Members considered the draft paperwork and it was **resolved**, with no votes to the contrary, to advertise the position in the Gazette, members felt the price to advertise in the North Devon Journal was far too high. The advert would also be placed on the Parish Council's website and Facebook page. It was agreed to investigate the possibility and cost of advertising in the local magazines. The position offered would be 20 hours per week, with discretion being given to the Parish Clerk to increase the hours to a maximum of 24 hours per week if necessary. The salary scale would be SCP 8-14 pro-rata and the post would be subject to the satisfactory completion of a three month probationary period. It was agreed to add "computer literate" into the desirable section of the Person Specification and the recruitment paperwork was agreed.

1708/44

To agree recruitment process

It was **resolved**, with no votes to the contrary, to place the advert as soon as possible with a closing date for applications of 12 noon on Thursday 28th September 2017, interviews would take place the week commencing 16th October 2017 with an interview panel of Cllrs Mrs Kingdom, Mrs Dyson and the Parish Clerk. If Cllr Mrs Kingdom or Mrs Dyson is unavailable for the interviews it was agreed that another member of the Finance and Personnel Committee would be asked by the Clerk to sit on the panel.

Cllr Wood left the meeting at 10.38am and did not return.

It was noted that services may have to be bought in from contractors during the recruitment process.

1708/45

Close

The meeting closed at 10.45am.

Signed Dated

