

Pitcombe Parish Council

Minutes of a Pitcombe Parish Council Remote Meeting held on Tuesday 7th July 2020 via Zoom.

Present: Chair R.Waller, Councillors C. Donald, M. Groom, and L. Donahue.

Clerk: Holly Callow

There were no members of the public present at the start of the meeting.

The meeting started at: 19:34

1. Apologies: Robin Currie and Alan Wells.

2. Declarations of Interest: None declared

3. Recruitment of a new Clerk

- i To note that the Clerk has handed in her notice and will cease working for the Parish Council on the 31st July 2020, however owing to remaining annual leave her last working day will be the 16th July.

Noted.

- ii To agree that the Clerk will produce recruitment documents and to discuss where the post should be advertised. The next publication of The Pitcombe news was not planned for some time so it was agreed that it would not be used to advertise the post. It was agreed that the post should be advertised via websites and SALC email communications. The website job advert post would be distributed throughout the community via the local whatsapp and email groups. The Clerk was instructed to draft an advert and forward this to the Chairman for approval.

RESOLVED: It was proposed and unanimously agreed that the post would be advertised on the SALC website, SSDC, the Parish Council website and the CCTC website.

The Clerk was further instructed to ask the former Clerk if she would be willing to provide a locum service in the interim.

- iii To agree which members will sit on the recruitment panel, dealing with the short listing and interviewing of candidates for the Clerk's post.

It was **agreed** that the panel would compose of 3 councillors and the members would be chosen before the application closing date.

- iv To agree which councillor's address should be used on recruitment documents.

RESOLVED: It was proposed and unanimously agreed that Chair Waller's address would be used on recruitment documents.

- v To agree a closing date for applications and dates for interview.

RESOLVED: It was proposed and unanimously agreed that the closing date would be the 31st August and interviews would be planned for the week commencing 31st August. The date could be extended if no applications were received.

Councillor L Donahue left the meeting at 19:49

- vi To agree to pay the Clerk's July salary in advance at the July meeting.

RESOLVED: It was proposed and unanimously agreed that the Clerk's July salary could be paid in advance at the July meeting.

- vii To discuss which councillor will hold the council property including laptop, printer and files until a new Clerk is appointed.

RESOLVED: It was proposed and unanimously agreed that all council equipment would be left with Chair Waller.

4. Date of the next Parish Council meeting: 14th July 2020 at 7.30pm

The meeting closed at: 19:51

Signed:

Date: