

# *Pitcombe Parish Council*

**Minutes of an extraordinary Pitcombe Parish Council meeting held on Tuesday 2<sup>nd</sup> February 2021 via Zoom.**

**Present:** Councillors Waller (Chair), Currie, Donahue, Donald, Fysh and Groom.

It was **agreed** that Councillor Donald would take the minutes.

**The meeting started at 19:30.**

**1. Apologies:** No apologies had been received.

**2. Declarations of any Interest:** There were no declarations of interest.

**3. Exclusion of Press and Public**

To consider exemption of press and public for the remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to the engagement of a Parish Clerk.

**RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting, although none were present.**

**4. Recruitment of a new Clerk**

- i To note that the Clerk has handed in her notice and ceased working for the Parish Council on the 31<sup>st</sup> January 2021.

**Noted.**

- ii To consider engaging the previous Clerk to act as the Locum Clerk until a substantive Clerk is employed.

It was **agreed** to ask the previous Clerk to act as the Locum Clerk until a substantive Clerk was recruited.

- iii If the Council decides not to engage the previous Clerk as the Locum Clerk, to agree which councillor will hold the council property including laptop, printer and files until a new Clerk is appointed.

It was **agreed** that the Chairman would hold all council property if the previous Clerk did not wish to act as the Locum Clerk.

- iv To consider offering the Clerk post to the previous candidates from the September 2020 interviews or to go through a new recruitment process.

**RESOLVED: It was proposed and unanimously agreed to offer the post of Clerk to a previous candidate from the September recruitment process.**

- v If the previous candidates do not wish to take up the post or if the Council decides to go through a new recruitment process, to agree to advertise the post with the same terms, job description and person specification used in the September 2020 recruitment.

**RESOLVED: It was proposed and unanimously agreed that, if a previous applicant did not wish to take up the post of Clerk, to advertise the post with the same terms, job description and person specification used in September 2020.**

- vi To agree councillors to carry out short listing and sit on the interview panel

It was **agreed** to decide councillors to carry out short listing and interviews based on availability at the time.

vii To agree which councillor's address should be used on recruitment documents.  
It was **agreed** that the Chairman's address would be used on recruitment documents.

viii To agree a closing date for applications and dates for interview.  
It was **agreed** that the closing date for applications would be three weeks from the date the job advertisement was published.

**5. Date of the next Parish Council meeting: 9<sup>th</sup> February 2021 at 7.30pm**

DRAFT