

Upper Rissington Parish Council

Village Hall, Hawker Square Upper Rissington, Gloucestershire, GL54 2NT
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Minutes of the Parish Council Meeting Held on Monday 22nd June 2015 at 12 noon in the Village Hall

Present: Cllr Caroline Maclean (CM) (Chairman), Cllr Brian Hanks (BH) (Vice-Chairman), Dawn Laird (DL) (Acting Clerk).

In attendance: 1 member of the public.

1. **Apologies:** No apologies received.
2. **To receive Declarations of Interest and consider Applications for Dispensation:** None.
3. **New Clerk:** The Chairman reported that:
 - Six applicants had expressed an interest in the advertised Clerk/RFO position.
 - Four candidates completed and submitted the application forms, but one candidate withdrew their interest prior to interview shortlisting.
 - The three applicants were invited for interview.
 - All three candidates turned up for interview.
 - Interview panel consisted of Cllrs Caroline Maclean and Dawn Laird.
 - An explanation of the interview process was given to each candidate.
 - The Chairman asked the main questions, with the Acting Clerk asking supplementary questions.
 - All candidates were asked the same questions and each answer scored on a scale of 0 – 4: 0 = Poor, 4 = Excellent.
 - Two candidates scored higher than the third, owing to having Clerk/Parish Council experience.
 - References had been followed up for the preferred candidate and they were excellent.

In order to discuss the references fully, and in accordance with Public Bodies (Admission to Meetings) Act 1960 s1(2) and Standing Order 10a(xi) the Council asked the one resident in attendance to temporarily leave the room – exited 12.05pm, returned 12.10pm.

Following the report from the Chairman and discussion amongst the councillors, it was unanimously agreed to authorize the Acting Clerk to offer the preferred candidate the role in accordance with the terms set out in the approved job advertisement. A salary of LC2-mid-point of the advertised pay range (26-29) was to be offered with latitude given to the Acting Clerk to negotiate the specific point and an early start date to be negotiated. An initial induction period of about a month was expected, with the majority of working hours to be spent in the office with Cllr Laird, thereafter time spent between office and home to be negotiated, but with the expectation that a minimum of one day a week to be spent in the Parish Council office. **Proposed – CM, Seconded – DL.**

4. **Date of next meeting:** Members noted the following dates:-
 - Extraordinary meeting – Friday 26th June to approve the Annual Return
 - Next monthly meeting – Monday 6th July

There being no further business the meeting closed at 12.15pm.

Signature of Chairman upon approval of Minutes.....*Cashie Macha*..... Date: 6th July 2015