



EVENLEY
PARISH COUNCIL

www.evenleypc.org.uk

Dear Councillor,
You are hereby summoned to an extraordinary meeting of Evenley Parish Council in the back room of The Red Lion/Evenley Museum on **Wednesday 23rd March 2016** at **10:30am** to consider matters as set out below.

AGENDA

- 1) Apologies
- 2) Declarations of interest - None
- 3) To formally receive the resignation of the Clerk/RFO – Received and accepted. Councillors would like to record their thanks to the clerk for helping the council through a tricky period and for supporting us all very fairly and professionally. Wish you luck in the future.
- 4) To agree an interview panel and proposed dates for interviews, shortlisting and appointment – Working hours directive needs to be signed if doing over a standard working week hours. Interview panel 3 out of the 4 present. First 15 mins will be a short presentation and discussion of no more of 5 mins – how will you work with EPC to help us implement our strategic plan. Clerk to contact applicant to see if they can attend on one of three dates agreed. Subject to the appointees availability but asap.
- 5) To confirm the job description, rate of pay and hours (currently 30 per month) for the new clerk/RFO – The existing job description was discussed and a person spec will be used from best practice. Current scale is 18-22 currently 30 hours per month but subject to review over next 12 months.
- 6) Consideration of handover period – proposal for existing clerk to remain in post to complete the annual audit documentation and any other items required for a maximum of four weeks after appointment of a new clerk/RFO. – Clerk end date 22nd April provided someone is recruited. Will be reviewed. Clerk to be allowed up to 10 hours after this date to finalise the accounts. Formal meeting to agree appointment of new clerk to take place on 14th April at 7:30pm. Need to arrange exit interview with clerk.

Also agree meeting on 14th April and find venue.

Mrs K Buttle
Parish Clerk
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