



EVENLEY
PARISH COUNCIL

www.evenleypc.org.uk

**Minutes of the meeting held at The Red Lion, Evenley Museum, on
Wednesday 23rd March 2016 at 10:30am**

Present: Jean Morgan (JM) Chair, Lisa Proffitt (LP), Jeff Peyton-Bruhl (JP), Nic Hamblin (NH), Clerk.

- 1) **Apologies** –
None received
- 2) **Declarations of interest** –
None
- 3) **To formally receive the resignation of the Clerk/RFO** –
Received and accepted. The councillors would like to record their thanks to the clerk for helping the council through a tricky period and for supporting them all very fairly and professionally. They wish the Clerk luck for the future.
- 4) **To agree an interview panel and proposed dates for interviews, shortlisting and appointment** –
Interview panel to be three out of the four councillors present. The first five minutes will be a short presentation from the candidates regarding how they will work with EPC to help implement the strategic plan. Appointment date will be subject to the appointee's availability but as soon as possible. Clerk to contact applicants after the closing date to offer an interview date of 6th April. This may be subject to change.
- 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 draft person specification will be referenced from best practice. The current scale is 18-22, although as previously discussed, the scale and hours will be subject to review over the 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** –
It was agreed that the official leaving date of the current Clerk will be 22nd April provided that a new Clerk is appointed. The current Clerk may need to complete additional hours after leaving to complete the internal and external audit. It was proposed and agreed to allow the Clerk to claim up to 10 hours after 22nd April to complete this work. A formal meeting to agree the appointment of new clerk will take place on 14th April at 7:30pm – a venue needs to be confirmed as the village hall is not available. An exit interview with the clerk will be held with JM and CE.

Meeting ended 11.30am.

Signed _____

Dated _____