

STOCKLAND PARISH COUNCIL - FINANCE and STAFF COMMITTEE

Minutes of the Meeting of Stockland Parish Council, Finance and Staff Committee held in Stockland Victory Hall on Tuesday, 4th June 2024 at 8.00pm.

1) **Public Participation Time** (SO 1e & f);

Four members of the public attended.

Q: How would the Council deal with a single but unsuitable application for the position of the Clerk?

A: In this situation advice would be sought however the Council is not compelled to hire an unsuitable candidate. The Clerk's position can remain open until a suitable candidate is found. If no Clerk is recruited soon DALC can provide a temporary Clerk.

Q: Is the remuneration attractive enough to attract a qualified person?

A: Remuneration is on a standard scale. If an unqualified but suitable person applies training can be given and the remuneration increased accordingly.

Q: What is the starting salary?

A: This information was not to hand.

Q: Are there any financial consequences for the Parish Council with the resignation of the previous Clerk?

A: There is currently no implication.

2) **Resolve to exclude members of the press and public.** Approved to discuss items 5iii and 5iv below as confidential items [Public Bodies (Admission to Meetings Act) 1960].

3) **To record those present:** Cllrs Switzer (chair), Durrant, Parris, Pearse
Apologies: none

4) **Declarations of Interest:** No interests were declared

5) **Action Review Summary**

i. **Bank Signatories**

Cllrs Switzer and Derryman to become new bank signatories. Ian Morgan and Ken Pearson to be removed as signatories. Cllrs Drew and Thompkins to remain as signatories.

The online form for Lloyds Bank has been prepared. The board of resolution letter was read out and is to be attached to the online application. Cllrs Drew and Thompkins will receive a letter with the proposed changes as existing bank signatories.

Until a new Clerk is appointed Cllr Switzer will be the primary contact. The new Clerk will be added as a bank signatory upon appointment.

A discussion was held whether two signatories should be required for any transactions. No decision has been made on this aspect.

ii. **Discussion of recruitment process for the new Clerk, including Civility and Respect Recruitment Manual**

The recruitment of the new Clerk needs to be robust and non-discriminatory. Cllr Switzer prepared a summary note on recruitment based on DALC's guidance document.

iii. **Action plan for recruitment of Clerk, including development of resources for the interview - CONFIDENTIAL ITEM**

This item was discussed in confidence.

iv. **Review and resolve actions required to complete transition from former Clerk - CONFIDENTIAL ITEM**

This item was discussed in confidence.

- 6) **Items for Future Business** for the next Agenda
AGAR requirements and timetable

Meeting closed at 10:25pm

Signed.....Chair

Date / /2024