## OLD CATTON PARISH COUNCIL MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT 7.00P.M. ON THURSDAY 26<sup>th</sup> OCTOBER 2017 AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr D Elmer

Mr B Leggett Mr B Palmer Miss P Wilkin Mrs L Fawke Mrs J Leggett Mr R Tovell Mr B Honess Mr B Sabberton-Coe Mr M Vincent

## 83. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Mrs A Chandler due to another engagement.

84. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS Councillors Mrs Fawke and Vincent declared a pecuniary interest in item 5-the recruitment of the Deputy Clerk as Clerk to the Council.

## 85. PUBLIC DISCUSSION

As no members of the public were present the meeting was not adjourned for public discussion.

**86.** It was RESOLVED that under the Public Bodies (Admission to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Councillors Mrs Fawke and Vincent left the meeting at this point of the proceedings

- **87.** Following the confidential report from the Staffing Committee meeting which was held on 19<sup>th</sup> October 2017, the following was RESOLVED: -
  - Sarah Vincent be offered the role of Parish Clerk and Responsible Finance Officer, with a 6month probationary period, for 35 hours per week to be worked normally 9.00am to 4.00pm Monday to Friday. There will be some flexibility to allow for attendance at evening meetings. The starting salary will be LC2 point 30 and this will increase to LC2 32 on successful completion of the Certificate in Local Council Administration (CiLCA). The notice period on successful completion of the probationary period will be 3 months.
  - A locum clerk be contracted for approximately 4 hours per week, at a cost of £15-£20 per hour, for between 3 and 6 months to carry out the higher skilled tasks and provide support and guidance. The council to be guided by the Locum Clerk as to exactly how much time would be needed. This can be determined by the Staffing Committee and advised by Norfolk Parish Training and Support (NPTS).
  - The Council recruits for a permanent Administration Officer to start no later than 6<sup>th</sup> January, for 37 hours per week, normally to be worked 8.30am to 4.00pm Monday to Thursday and 8.30am to 3.30pm Friday. The salary range to be between LC1 point 10 and LC1 point 13. The closing date to be advertised as 10<sup>th</sup> November. Shortlisting to take place by the Staffing Committee on 13<sup>th</sup> November and interviews to take place at The Grange on the morning of 16<sup>th</sup> November.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 7.30pm.

Chairman, 13<sup>th</sup> November 2017