

## **MEOPHAM PARISH COUNCIL**

### **Extra Ordinary Full Council 04.10.21**

**Minutes of a meeting of the Extraordinary Full Council Work Group for the Full Council** held on Monday 4th October 2021 at 7.30pm as a Virtual Meeting via Zoom

Members Present: Cllr S Buchanan (Chairman), Cllrs M Bramer, D Bramer, S Gofton, C Dalby, G Green (taking minutes), A Rose, P Luxford, J McTavish, J Ogden (Vice-Chairman) and B Wade

#### **1 To receive and accept apologies for absence**

**FC.78** There were no apologies for absence.

#### **2 Declarations of Members' Interests: - To receive declarations of pecuniary and non-pecuniary interests**

**FC.79** No such declarations were made.

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### **CLOSED SESSION**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press was asked to leave the meeting

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Cllr Buchanan proposed moving the meeting into closed session and this was seconded by Cllr M Bramer. All voted in favour.

#### **3 Staffing Matters: - To decide on any action appropriate in relation to the Parish Office**

**FC.80** The Chairman reported that our current Clerk was leaving her post on 31<sup>st</sup> October 2021 and that both of the other Parish Council officers had given notice and will leave their posts on 30<sup>th</sup> November.

The Personnel Committee had met on 3<sup>rd</sup> October 2021 and reviewed the application of Shaun Fishenden for the post of Clerk and Responsible Finance Officer working 32.5 hours a week. Mr. Fishenden had agreed to complete the relevant qualifications as soon as possible. If appointed, he would be subject to a probationary period which would be fixed by the Personnel Committee.

In answer to Councillors questions, the Chairman confirmed that the existing staff had proposed a reorganisation of their working hours which the Personnel Committee could not accept unanimously. She reminded Councillors that, given that all existing staff were leaving, there was no purpose in the Council discussing it.

In discussion it was confirmed that the Council will continue to outsource book keeping and payroll functions

Following discussion Cllr Green proposed that Mr. Fishenden be appointed to the post of Parish Clerk and Responsible Finance Officer working 32.5 hours a week and that the Personnel Committee should meet to consider the future establishment of the Parish Office and whether there was any scope for joint staffing with other Parish Councils and report back to the next Full Council as to its progress. Cllr M. Bramer seconded the motion which was carried unanimously.

Cllr Green then proposed that the Council reiterate its thanks to Sarah, Jo and Nicki for their work for the Parish Council. Cllr M. Bramer seconded the motion which was carried unanimously.

The meeting closed at 8.02pm