

**Minutes of the reconvened Meeting of Northborough Parish Council
held on Wednesday 26 July 2017 at 6.30pm in Northborough Village Hall**

Present:

Councillors: C Cavanagh, R Chiva, J Dadge, A Pickering, M Sleet, M Spinks, B Spriggs & L Steen (Chairman)

Clerk: Mrs A Benfield (Acting)

Others:

Absent: None

Cllr Chiva left the meeting at this point and took no further part in the discussions

Cllr Dadge joined the meeting at this point in the proceedings

61.1/17 RECONVENING OF MEETING

Resolved That the meeting be reconvened to consider those items deferred from the meeting held on 12 July 2017

62/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

Resolved That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting

63/17 STAFFING MATTER

Cllrs Dadge and Pickering provided a summary of the meeting held, along with Cllr Chiva, to consider the draft job application pack compiled by the Acting Clerk. Having reviewed the job description and person spec they felt that no changes were required to either document. However, in relation to the pay scale of LC2 SCP 26-29 suggested by the Acting Clerk, having regard to the SLCC/NALC Job Evaluation documentation they felt that a more realistic salary for the post should be LC1 SCP 18-23. They also felt that the proposed hours of 43 per month including attendance at evening meetings was too much and that the work could be completed in 8hrs a week. Additionally, it was proposed that the advert should include a requirement for the applicant to be required to work from the Village Hall for 3 hours twice a month to provide a base within the village for residents to raise their concerns. The Chairman commented that at the current time she had received 3 expressions of interest.

The enhanced advert as circulated was agreed as acceptable with the inclusion of the closing date of 15 August 2017 and interviews to take place during the week commencing 4 September 2017. It was agreed that the Chairman and Cllr Pickering should carry out the interviews.

Discussion took place on the pros and cons of application form verses CV and cover letter. It was agreed that an application form should be used with no more than one page allowed for the applicants to details why they feel they are suitable for the post.

It was also agreed that the enhanced advert should be circulated again via CAPALC, posted on the village notice boards and in addition circulated via the SLCC if possible in Cambridgeshire and Lincolnshire. Cllr Pickering agreed to request inclusion on the local village newsletter. The application pack including job description, person spec and application form would be available via email from the Chairman.

- Resolved**
- 63.1 That the appointment of Wallbanger Ltd to provide Clerking services is extended until the end of September 2017 to allow time for the recruitment process of a new Clerk to be carried out.
 - 63.2 That the report provided by the Acting Clerk is received and noted
 - 63.3 Job Description and Person Spec as circulated are adopted forthwith
 - 63.4 The Salary Scale for the post is set at LC1 mid (sp18-23) not as recommended in the report.

- 63.5 The contracted hours for the post are set at 8hrs a week not as recommended in the report
- 63.6 That a need to work for 3hrs twice a month from the village office be included as a requirement of the post.
- 63.7 The post is advertised via the village notice boards, village newsletter, CAPALC and SLCC locally, with applications accepted up to 15 August and interviews to take place w/c 4 September with the Chairman and Cllr Pickering to form the interview panel.

64/17 VILLAGE HALL LEASE

A detailed discussion was held on the draft documentation and supporting notes circulated by Cllr Chiva. It was agreed that having taken into account comments made that more time was needed before a final draft was agreed for discussion with the Village Hall Committee.

Generally, it was agreed that the wording of the document as a whole should be tidied up so that it is less onerous to read and understand. Members felt that specific requirements linked to the upkeep of drains and footpaths should be included along with a schedule of times the Parish would have use of the facilities for meetings and other community related activities.

Resolved 64.1 That the draft lease should be further considered at the next Parish Council Working Party meeting to be held on 4 September 2017

65/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting