

BRICKENDON LIBERTY PARISH COUNCIL

Minutes of Extraordinary Parish Council Meeting:

Date: 02 September 2016 @ 08.30

Location: Fanshaws Room, Brickendon, Hertford.

Attendees:

Cllr John Lambie – Chairman

Cllr Leslie Knotting

Cllr Julia Camp

Cllr Lynn Whitnall

Cllr Tony Roberts

1. Apologies for Absence: None

2. Declarations of Interest: None

3. Minutes of Last Meeting: Given the nature of this meeting and its focus on item 4, it was agreed that the minutes of the last meeting in conjunction with those relating to this meeting be read at the next PC meeting scheduled for 22 September 2016.

4. The Replacement of the BLPC Parish Clerk & Responsible Financial Officer:

4.1. JCL reported having made contact with a number of the Parish Councils that the late John Ingham represented in his capacity of Parish Clerk & Responsible Financial Officer and that whilst some had already been able to appoint a replacement others were currently going through the recruitment process.

4.2. Following a discussion on whether or not any of these newly appointed personnel should be invited to consider an appointment with BLPC it was concluded that the preference was for a more local person to take up the role and that the PC should pursue its own recruitment campaign.

- 4.3. Having given consideration to the HAPTC recruitment manual, it was agreed that the PC would follow the process/guidelines as set out in Appendix 1(a) thereof.
- 4.4. The following records the agreements, actions etc against each of the defined steps included therein: (See Appendix A of these minutes for reference document)
- 4.5. Re - Item 1: Statutory requirement in the circumstances of John Ingham's recent death.

Re - Item 2: Cllr Julia Camp, Cllr Lynn Whitnall & Cllr Tony Roberts appointed as the sub-committee responsible for the recruitment process.

Re - Item 3: Existing files to be obtained from John Ingham's widow Jo and review of any relevant documentation to be undertaken – Action JCL/TR.

In the meantime, HAPTC's recruitment package and internet access thereto to be arranged via Corina Helm – Action JCL/TR.

Re - Item 4: To be considered further once item 3 actioned.

In the meantime, contact to be made with other local PC's to determine if their existing clerks might be interested in providing the required services to BLPC:

- Thundridge – JCL
- Hertingfordbury – JCL/LK

Re - Item 5: To be considered further once item 3 actioned.

Re - Item 6: Scope of Works for Parish Clerk:

- Management of Parish Council business in conjunction with the chairman,
- Management & control of financial affairs of the Parish Council,

- Management of the Planning related business of the Parish Council,
- Attendance at bi-monthly Parish Council meetings together with ad-hoc planning meetings,
- Maintaining governance over the processes and procedures of the Parish Council to ensure compliance with its statutory requirements.

Re - Item 7: Terms & Conditions together with remuneration package to be determined based on Item 6 and NALC salary scales.

Re - Item 8: Target date for appointment 24 November 2016.

Re - Item 9: Recruitment budget agreed at £1000.

Re - Item 10: Advert to be produced along the lines of the Thundridge Parish Council advert and circulated for agreement by 05 September 2016. – Action TR.

Re - Item 11: Advert to be placed on/in:

- HAPTC web-site – action JCL
- BLPC web-site – action TR
- Hertford 100 newsletter – action TR
- BLPC newsletter – action JCL
- Hertford Mercury – action TR
- Information Tent – BL Summer Fete – Action LW

Re - Item 12: Advert in Hertford Mercury to be placed for 2 week duration no later than 09 September 2016 and in other locations according to individual access / publication dates and restraints. Action TR/LW.

Re - Item 13: To be agreed.

Re - Item 14: To be agreed.

Re - Item 15: To be agreed via future PC meetings.

Re - Item 16: See Item 11

Re - Item 17 to 31 inclusive: These issues to be addressed at future sub-committee and/or full Parish Council meetings as considered appropriate.

5. AOB: None

6. Meeting closed at: 09.45