

ST ALBANS PARISH COUNCIL

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Minutes of St Albans Parish Council Staffing Committee Meeting Wednesday 14 August 2024, Emmanuel Church, Church View Close, Nottingham. NG5 9PE

Present: Cllr Bryant (Chair), Cllr Lari, Cllr O'Neill, Cllr. Jones, Cllr. Reed

In Attendance: 3 x members of the public

No.	Agenda Item	Discussion
		Meeting opens at 7PM Cllr Lari to act as Clerk for the purposes of this meeting. Proposed: Cllr Bryant; Seconded: Cllr O'Neill. All in favour.
S2401	To receive apologies for absence	All present
S2402	Items requiring exclusion of the public	It is moved to exclude the public for item S2404, as it involves discussing personal curriculums, and to change the order of discussion and move item S2404 to the end. Proposed: Cllr Reed; Seconded: Cllr Lari. All in favour.
S2403	Declaration of Interests	None received
S2405	To discuss and agree Job Description and Person Specification for permanent clerk position.	The job description/person specification included with the papers of the Council was discussed and approved Proposed: Cllr Jones; Seconded: Cllr Reed. All in favour
S2406	To discuss and agree advertising approach for permanent clerk position	It was moved to defer this to the working group Proposed: Cllr. Jones; Seconded: Cllr Bryant all in favour

S2407	To establish a working group for selection and interviewing of permanent clerk	A working group is established with all the members of the Staffing Committee. It has remit to advertise and interview/select for the position of permanent Clerk Proposed: Cllr. Reed; Seconded: Cllr. O'Neill all in favour
S2408	To note items for information or resolution on the next staffing committee agenda	None currently
S2409	To discuss and agree the date of the next staffing committee meeting	Moved that this depends on circumstances, and it will be decided at a later date Proposed: Cllr. Jones; Seconded: Cllr. Lari all in favour
S2404	To discuss and agree arrangements and appointment of a locum clerk	After examining the CV received and the monetary request it was agreed to offer the position of Locum Clerk to Carrie Pillow through Local Council Consultancy (LCC) at a rate of £40/hour for 4-5 hours per week for a period of 3 months. Proposed: Cllr. Bryant; Seconded: Cllr. Jones all in favour
		Meeting closed at 7:50PM

Approved as a correct record and signed

----- (Chair)