



Minutes of the Extraordinary Meeting of the Council held on Thursday, 3 February 2022 at 7pm at Cuxton Library

Present: Cllr Hutchfield, Cllr Burley Cllr Reynolds, Cllr Jackson, Cllr Moore, Cllr Thorley, Cllr Savage, Cllr Wilson, Cllr Maisey.

Clerk – Mrs J Nicholson

There were no members of the public present.

Apologies for absence

Cllr Porter – prior engagement

Cllr White – prior engagement

It was resolved to accept these apologies.

165) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.

None.

166) To consider the resignation of the Assistant Clerk

- a) Assistant Clerk to hand over all equipment and files to Clerk before leaving. The Assistant's Clerk's last day will be 11/02/2022. The Clerk will meet with her for handover of files, equipment etc.

167) To consider the resignation of the Clerk

- a) Consider who the Clerk will hand equipment, files etc to, if a new Clerk is not in post.

The Clerk's last day of employment will be 1 April 2022. Her last working day will be 23 March 2022(Clerk will be taking annual leave still owing).

Chair of staffing sub-committee will arrange to meet to conduct an exit interview.

Clerk advised that if a replacement has not been appointed it would be sensible to engage a locum to ensure continuity of council services. She further advised that the accounting software provider is able to offer support with end of year accounts. However, the accounts must be up to date with all entries before this can go ahead.

It was resolved that Clerk should book this support for as soon as possible after the end of the financial year.

168) To consider the current recruitment of a new Assistant Clerk

- a) Person Specification
- b) Job Description
- c) Contract
- d) Advert – already advertised on website and newsletter

A discussion took place, in light of the Clerk's resignation, as to whether the Council should recruit a part-time Clerk and a part-time Assistant Clerk or a full time Clerk. Clerk advised that if a full-time clerk is appointed there would need to be a continuity plan in place for the Clerk's leave and in case of sickness.

After further discussion it was resolved to withdraw the advert for an Assistant Clerk due to a change of circumstances and instead recruit a full time Clerk.

169) To consider recruitment of a new Clerk/RFO

a) **Person Specification**

It was resolved to use the current person specification with amendments as follows;

- addition of ILCA (introduction to Local Council Administration) as a desirable
- qualification and change the item regarding Payroll to desirable.

b) **Job Description**

It was resolved to use the current job description with amendments as follows;

item 6 change the word "manage" to "oversee"

item 12 remove "To ensure the production of the" and replace with "To produce..."

item 13 remove "To support the editing" and replace with "edit maintain"

c) **Contract**

It was resolved to use the current contract.

d) **Advert**

After discussion the advert was agreed. It was resolved to offer a salary of between £25000 to £30000 per annum and to review the budget for salaries in the new year. The Clerk recommended that the advertisement be placed on the SLCC (Society of Local Council Clerk's) website, and KALC (Kent Association of Local Councils) website.

After discussion it was resolved to advertise on KALC website and indeed.com as well as the council's vacancy page and in the council's newsletter.

During these discussions the Clerk drew the attention of councillors to the NALC Booklet: Being a Good Employer – A guide for Town and Parish Councillors.

e) **Application Form**

It was resolved to use the current form.

170) To consider quotes for the appointment of an architect for Pavilion Development

There was a lengthy discussion about whether this is the right time to appoint an architect.

There followed a vote on whether to appoint an architect at this time. The vote was 7 in favour and 2 against. Cllr Jackson requested it be minuted that she had voted against.

The quotes were then considered

At this point Cllr Thorley left the meeting.

Those present voted for Quotation B The vote was 7 in favour, 1 abstention and none against.

Quote B architect will therefore be appointed.

The Chairman closed the meeting at 8.40pm

Signed Kay Hutchfield, Chairman

On the 17th day of February 2022