

Minutes of the Extra Ordinary Meeting of the Parish Council held 27.7.26 in Astley Village Hall at 7pm.

Present

Councillors: Steve Downing (Meeting Chair), Andrew Marston, Henry Crowe.

Locum Clerk: Amanda Roberts

1 member of the public present.

26/056.	<u>Chair's Welcome and Purpose of Meeting</u> The Chair welcomed those present and outlined that the purpose of the meeting was to agree the terms of appointment and appoint a locum clerk and agree the process for appointing a permanent clerk.
26/057.	<u>To appoint a Locum Parish Clerk</u> RESOLVED to accept the terms of appointment and appoint Amanda Roberts as Locum Clerk until a permanent clerk is appointed. It was noted that the terms include accrued holiday pay, payment of the working from home allowance and reimbursement of travel costs at the national rate.
26/058.	<u>Apologies for Absence</u> Thomas Dickson
26/059.	<u>Declarations of Interest</u> None declared
26/060.	<u>To approve the process for the appointment of a permanent Parish Clerk</u> RESOLVED to approve the recruitment documents with the addition of LC1 on the NJC payscale and to advertise the post immediately RESOLVED to delegate the selection process to Cllrs Downing and Marston who will then recommend the preferred candidate at the

	next Full Council meeting. The Locum Clerk will deal with the administrative side of the appointment, perform a job handover and then leave employment.
26/061.	<u>Payment of Outstanding Invoices</u> RESOLVED to delegate authority to the Locum Clerk in consultation with the Chairman to arrange the payment of any outstanding invoices by cheque or internet banking. The Locum Clerk will start the process of setting up as an administrator on Unity Trust Bank.
26/062.	<u>Parish Council Email Account</u> RESOLVED to transfer access to the parish council email account to the Locum Clerk.
26/063.	<u>Date of Next meeting</u> 14 th September in Hadnall Village Hall

Meeting ended at 19.59.