

MEOPHAM PARISH COUNCIL
Minutes of a meeting of the
Extraordinary Full Council Working Group of the Full Council
held on Tuesday 26th October 2021 at 7.00pm
Virtual Meeting via Zoom

Members: Cllrs M Bramer, D Bramer, S Buchanan (Chairman), P Luxford, J McTavish and B Wade

In attendance: Mr S Fishenden (Clerk)

All decisions made will be actioned under temporary delegated authority of the Clerk.

Due to technical issues in the Chairman accessing the virtual meeting, the meeting didn't commence until 7:11pm.

Item 1: Apologies for Absence: - To receive and accept apologies

FC.111 Apologies were received and accepted from Cllrs Dalby, Green, Ogden and Sims.

Item 2: To receive Declarations of Interest

FC.112 There were no declarations of interest.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

Cllr Buchanan proposed moving the meeting into closed session and this was seconded by Cllr D Bramer. All voted in favour.

Item 3: To consider and approve the appointment of a replacement Assistant Clerk for 30 hours per week

3.1 To approve the job description

FC.113 The Chairman reminded members of the job description for the Assistant Clerk role that had been recommended by the Personnel Committee and circulated to Full Council.

In discussion, it was confirmed by the Chairman the role would be recruited now, as the Clerk needed an additional person in the office to ensure the smooth administration of the council and that we can continue to provide a good service to the parish which would be at risk if the Clerk was the solo member of staff for an extended period.

Following a query around the division of responsibilities between the Clerk and Assistant Clerk role, it was confirmed the Clerk would oversee all aspects of the Assistant role.

Cllr Buchanan proposed we approve the Assistant Clerk job description as circulated. Cllr M Bramer seconded the motion which passed with three votes in favour and three abstentions.

3.2 To consider where to advertise the position and approve any necessary budget for this

FC.114 Cllr M Bramer proposed we allocate **£200** to place the assistant clerk vacancy advert in the Kent Messenger. This was seconded by Cllr Luxford and carried unanimously.

The advert will also be placed on the council website, KALC website and social media.

Action: Clerk

The meeting closed at 7.26pm.

Signed Date.....