

KINGSLEY PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF

KINGSLEY PARISH COUNCIL HELD

IN THE KINGSLEY COMMUNITY CENTRE ON

Monday 12th February 2018 at 7.30pm

Present: Councillor S. Billows
Councillor J. Dean
Councillor D. Fletcher
Councillor D. Molyneux
Councillor R. Wilson

REF.	DISCUSSION	ACTION
1	Apologies for Absence Councillor D. Moores Councillor C. Jones Councillor G. Warburton	
	Councillor S. Billows Chaired the Meeting and agreed to take the minutes the minutes Proposed by Councillor D. Molyneux Seconded by Councillor R. Wilson Unanimously agreed	
2	Declarations of Interest Register of interests: Councillors are reminded of the need to update their register of interests and the need to disclose both the type of interest and its Nature	
3.1	Parish Clerk Resignation The Councillors present formally acknowledged the Resignation of Mrs Jo Preston as Parish Clerk. All Councillors present expressed their Thanks and Gratitude to Mrs Preston for her excellent work and support of the Parish Council during her period of employment and wished her well for the future.	
3.2	Parish Clerk Date of leaving The Council noted that Mrs Preston's last day of employment with the Council would be Friday 28 th . February.	
3.3	Vacancy Advertising A draft employment vacancy advert was discussed and approved. It was agreed that this advert would be circulated to CHALC, Kingsley News,	SB

	<p>Kingsley Website & Facebook Page & Village Notice Boards. Councillor Billows also agreed to circulate the Vacancy to the Chairpersons of other local Parish Councils to see if any of their Clerks would be interested in the vacancy.</p> <p>Proposed by Councillor J. Dean Seconded by Councillor D. Fletcher</p> <p>Unanimously agreed</p> <ul style="list-style-type: none"> • 	
3.4	<p>Updated Job Description was considered, and it was noted that the following tasks were now added;</p> <p>“To act as the main point of contact for burial and cremations at Kingsley Cemetery, including the keeping of accurate records, liaison with Funeral Directors and registrars and the processing of relevant fees”.</p> <p>Proposed by Councillor D. Molyneux Seconded by Councillor J. Dean</p> <p>Unanimously agreed</p>	
3.5	<p>Employment Contract & Pay Scales.</p> <p>The Terms of Notice point 21 of the contract currently used. (NALC model document) were discussed. It was agreed that this should be changed to 3 months’ notice. With a clause that it could be varied by mutual agreement.</p> <p>It was further agreed that incremental increases should be by annual appraisal by the Kingsley Parish Council Personnel Committee.</p> <p>The SLCC Job Evaluation Scheme was also discussed and it was agreed that the 2016-2018 NALC National Salary award calculations should be applied to the position. The actual scale offered will reflect the candidates experience and skills.</p> <p>Homeworking allowance of £18.00 per month would be paid. As per Gov Allowances Table</p> <p>It was noted that changes to the model document would require removal of all watermarks and reference to NALC model document. The New Contract would be adopted as Kingsley Parish Councils Terms of Employment. For the Parish Clerk.</p> <p>Proposed by Councillor J. Dean Seconded by Councillor R. Wilson</p> <p>Unanimously agreed</p>	
3.6	<p>Register of interests: Councillors are reminded of the need to update their register of interests and the need to disclose both the type of interest and its nature.</p>	SB

	<p>Temporary Assistance It was agreed to approach CHALC for assistance in sourcing temporary Parish Clerk assistance. Councillor Billows will also mention this in her letter detailed point 3.3</p>	
3.7	<p>Temporary Assistance and Pay Scale. It was agreed that the initial period of assistance would be 3 months commencing asap. It was also agreed that the terms and conditions offered would be in line with experience and the 2016 -2018 NALC Salary Award.</p> <p>Homeworking allowance of £18.00 per month would be paid. Expenses paid as agreed.</p> <p>Proposed by Councillor D. Molyneux Seconded by Councillor R. Wilson</p> <p>Unanimously agreed</p>	
4.	<p>The Personnel Working Group. It was agreed that: the working group would be formed by Councillor S. Billows Councillor D. Fletcher Councillor D. Molyneux Councillor R. Wilson</p> <p>The working group will consider the applications for the post of Parish Clerk, undertake interviews and report make recommendations to the Parish Council in respect of candidates.</p> <p>Proposed by Councillor R. Wilson Seconded by Councillor J. Dean</p> <p>Unanimously agreed</p>	
5	<p>Any Other Matters.</p> <p>None arising</p>	
6.	<p>The Date of next scheduled meeting was noted as 20th February 2018</p>	

Councillor Billows thanked those who had attended and Meeting closed at 2010

Signed:.....

Dated:.....