



CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE

Minutes of the (Remote) meeting held on Monday 19th April 2021 at 11am

Present :-

Members of Committee:- Councillors Jackie Bush, James Hoddell (Chair of Committee), Bill Carruthers, and Richard Baker.

Also present : Martin Dolton – Finance Officer (RFO)
Ann Boote - Clerk

No members of the public were present.

2021/FP/006 Apologies for absence.
Councillor Harriet McBride

2021/FP/007 Declarations of Interest from Councillors.
NIL

2021/FP/008 Public Participation
There were no members of the public present.

2021/FP/009 To consider that a resolution should be agreed to exclude the press and public.
Members agreed :-

RESOLVED :-

'That the public be excluded from the meeting during consideration all remaining agenda items on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business relating to personnel salary and contractual conditions of work.

2021/FP/010 To Consider the draft timetable and process for the selection and appointment of a Clerk to the Council.
Members discussed a draft timetable and process for selection.

RESOLVED :-

Applications Close at 12mn Friday 14th May 2021, Shortlisting 17th & 18th May 2021, Interviews 25th May 2021.

2021/FP/011 To consider draft documentation relating to the selection and appointment of a Clerk, including : advertisement, job description, person specification, application form.
Members considered the draft documents submitted to the meeting, and minor amendments were made

RESOLVED :-

The documents are approved for use in the recruitment process.

2021/FP/012 To agree allocation of roles / panels to shortlist candidates and form the interview selection panel.

Members agreed

RESOLVED :-

Shortlisting Panel : Councillors J Hoddell & J Bush

Interviewing Panel : Councillors J Hoddell, J Bush, B Carruthers, with M Dolton & A Boote assisting

2021/FP/013 To consider the hours of work of other staff.

Members were asked to consider the current demands and hours of work of the Finance Officer. After discussion it was agreed that there were unusually high demands on the time of the Finance Officer at this point in the financial year in addition to various aspects of project work and assisting with the recruitment of a new Clerk.

RESOLVED :-

In the coming months the Finance Officer will keep a record of all additional hours worked, and submit the record on a monthly basis to the Chair of this committee, who is delegated by the committee to approve the payment for the additional hours.

There being no further business the meeting closed at 1143am

- Next Scheduled Meeting : To be notified for July 2021

Signed by Chair of Committee

Date