



CHURCHILL PARISH COUNCIL



FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 29th April 2019 at 7.30 pm

Present :-

Members of Committee:- Councillors Dev Clutterbuck (Chair), Jackie Bush, James Hoddell and Ruth Bruton.

Also present : Martin Dolton – Clerk, and Ann Boote – Assistant Clerk.

No members of the public were present.

1819/FP/036 Apologies for absence.

Councillor Brenden Hill.

1819/ FP/037 To confirm and sign the minutes of the meeting held on 25th March 2019.

The minutes of the meeting held on 25th March 2019 were agreed and signed by the Chair of committee as a correct record.

1819/ FP/038 Declarations of Interest from Councillors.

NIL

1819/ FP/039 Public Participation

There were no members of the public present.

1819/FP/040 Clerk's Resignation / Cessation of Duties as Clerk

Members had been in receipt of a copy of the letter sent by the Clerk to the Chair of the council on 2nd April 2019, which gave notice of his resignation / cessation as Clerk w.e.f. midnight 19th May 2019.

RESOLVED :-

The committee note the formal notice by letter dated 2nd April 2019 from the Clerk giving written notice of his resignation / cessation as Clerk of the Council w.e.f. midnight 19th May 2019.

1819/FP/041 Future Staffing Structure / Re-Organisation of Staff

Members considered a detailed report relating to options for the way forward by re-deploying current staff in light of the preceding item. The committee considered the detail of the arrangements and after discussion agreed to recommend to the full council:-

RESOLVED:-

The Finance & Personnel Committee recommend to the meeting of the full Parish Council to be held on 13th of May 2019, that with effect from 20th May 2019 Ann Boote be appointed as Clerk of the Council and Martin Dolton be appointed

'Finance Officer' (RFO).

All salary & conditions of service as agreed by the Finance & Personnel Committee at their meeting on 29th April 2019.

The Clerk will work 20 hours per week on a flexible basis as the duties require, the Finance Officer will work 8 hours per week (5 hours on a set day each week, and 3 hours per week to be flexible to cover meetings / audit visits / cheque signing etc). (For the first three month period the Finance Officer will work 10 hours per week in total to assist in the transition, then reverting to 8 hours per week).

There being no further business the meeting closed at 8.10pm.

- Next Scheduled Meeting : Monday 15th July 2019

Signed by Chair of Committee

Date