

HOPE MANSELL PARISH COUNCIL

Minutes of Extraordinary Meeting held on Wednesday 17th June 2015 at Hope Mansell Village Hall

Present: Councillor Caroline Elmitt (Chair), Councillor Robert Duberley, Councillor Geoff Phelps, Councillor Sheila Heath, Councillor Wally Thrush, Councillor Malcolm Green

Apologies were received from Councillor Mary Robins

1. There were no declarations of interest or written requests for dispensations.
2. Open Forum - members of the public were invited to ask questions about the operation of the Parish Council and the following were received –
 - a. Information about the recruitment process for the new Parish Clerk. The Council, responded that HALC (Herefordshire Assoc of Local Councils) had been consulted to ensure that due process was followed, and that template job description and employment contract would be used but would be adapted to reflect the particular requirements of the HMPC role.
 - b. Information about the aims and objectives of the new Council. The Chair responded that this subject would be included on the agenda for the next full meeting of the Council on 8th July.
3. Appointment of new Parish Clerk –
 - a. Position advertised in Weston News and on HALC website. It was agreed that the post should also be advertised on the PC notice board. Consideration would be given to advertising in the Ross Gazette if insufficient candidates were achieved by local advertising.
 - b. Job description and employment contract to be drawn up by a Working Group comprised of Councillors Elmitt, Thrush and Green. This team to also carry out any candidate interviews, reference checks and appointment.
 - c. In a closed session the Council discussed the salary package for the role and it was agreed that it should be based on the HALC approved hourly rate of £8.613 with an expected average of 2 hours per week, in addition expenses would be need to be paid to cover operational requirements and travel to and from PC meetings. Training would be a key requirement for any new unqualified Parish Clerk and both the time and cost of this would need to be borne by the council (estimate of 1.5 days initial training in first 6 months). The basic salary cost of the new Parish Clerk was estimated at £900 for a full year.

Meeting closed. Next Meeting of full council – 7pm Wednesday 8th July at Bailey Lane End Community Hall

