

# **Linkinhorne Parish Council**

## **Minutes of a Special Meeting of the Council**

### **Thursday 2<sup>nd</sup> December 2021 at Rilla Mill Village Hall, 7.00pm**

#### **MINUTES**

**Those present were:** Cllr Hearn (Chair), Cllr Wallis (Vice-Chair), Cllr Adams, Cllr Beech, Cllr Martin, and Cllr Todd.

**1) Absent:** Apologies received from Cllr Corfield Cllr Hordley, Cllr Lobban, Cllr Sharp-Philips and Cllr Stoakes.

**2) Code of Conduct:** a) Declarations - none b) Grants of dispensation – none

**3) Minutes: approval of the minutes of the Council Meeting of Monday 11th October 2021**

**Resolved** that the minutes of the previous meeting of the Parish Council of Monday 11<sup>th</sup> of October 2021 be confirmed, and these were signed as an accurate record of the meeting.

**4) Exclusion of Press and Public**

**Resolved that** the Press and Public be excluded from the Meeting for the following item of business on the grounds that it involves the disclosure of confidential information as defined in Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

**5) Recruitment of Clerk & responsible financial officer to the council**

(CONFIDENTIAL by virtue of relating to matters of a legal, contractual, or financial nature affecting persons other than the Council)

**To consider arrangements for the advertising/engagement of a Clerk and RFO to the Council pursuant on the resignation of the post holder together with consequential matters.**

The Council considered next steps following the resignation of the current Clerk to the Council, effective from 24<sup>th</sup> November, 2021 with one months' notice.

In the discussion arising reference was made to a range of matters including, working arrangements, the developing nature of the role over recent years, remuneration and recruitment arising from which it was:

**Resolved that** the Council endorse arrangements to secure the appointment of a Clerk/Responsible Financial Officer to the Council on the following basis:-

- a) The appointment of a Committee/interview Panel comprising of the Chair and Vice Chair of the Council, together with Councillor Corfield and one other (either Councillor, Martin, Lobban or Todd to be decided nearer the interview date) with delegated authority to take such action as necessary to recruit (including but not limited to advertisement, shortlisting, interviewing and appointment) subject to the following:
- b) Advertisements to be placed in the Cornish Times and Cornish Guardian (1week), on the CALC and Cornwall Council Websites and circulated to SLCC Clerk Members in Cornwall as well as posted on the Parish Noticeboards, Website and The Link Facebook page and The Link Magazine.
- c) The advertisement is to be in two formats with application deadline of Thursday 20<sup>th</sup> January 2021 at 5pm:

- i. Short version for the Cornish Times and Cornish Guardian, on the CALC and Cornwall Council Websites and circulated to SLCC Clerk Members in Cornwall:

**Linkinhorne Parish Council  
is seeking a capable part-time (48 hours per month)  
Parish Clerk.**

Duties include administration, managing contracts/projects, financial control, arranging /attending evening meetings, minute taking and dealing with correspondence.  
The Clerk will work from home and should be computer literate. The salary is within the range £11.30ph to £13.51ph subject to qualifications and experience. Local Government Pension Scheme applies.

Application forms and further information are available at  
[www.linkinhorneparish.co.uk](http://www.linkinhorneparish.co.uk)

- ii. Longer Version for the Parish Noticeboards, Website and The Link Facebook page.

**Linkinhorne Parish Council: Job Vacancy**

**Clerk / Responsible Financial Officer**

**This is a part-time position (48 hours per month).**

**Salary appointment made between £21,748 and £25,991 pro rata. Local Government Pension Scheme applies.**

Excellent literacy, numeracy, book-keeping, communication and IT skills required. The ideal candidate will be efficient but also a responsive and proactive person, able to work well with our friendly team of local Councillors and the community. Attendance at the evening meetings of the Council is a requirement of the position. On average there are 14 meetings per year, dates being set by agreement/availability of the Clerk and Councillors. Preference will be given to candidates who have a relevant local government qualification such as CiLCA, but training will be provided.

**A job description, person specification and application form can be obtained from the Parish Council website:**

[www.linkinhorneparish.co.uk](http://www.linkinhorneparish.co.uk)

**or by contacting the Clerk/RFO by Email: [clerk@linkinhorneparish.co.uk](mailto:clerk@linkinhorneparish.co.uk)**

**Closing date for applications is 20<sup>th</sup> January 2022 at 5pm**

Provisional date for interview is week commencing 31<sup>st</sup> January 2022

- d) The job description and person specification to be accessed via Linkinhorne Parish Council website (see below regarding content) or by contacting the Clerk via email.

- e) Interviews anticipated to be held in the week commencing 31<sup>st</sup> January 2021
  - f) An item to be placed by the Clerk in the 'Link' advising of changing arrangements and that recruitment of a new Clerk was being undertaken
  - g) The rate of remuneration for the role
    - i. To be spinal column points 11- 20 (£21,748 to £25,991) pro rata dependent on experience and qualifications.
    - ii. With regards to the outgoing post-holder, subject to an appraisal on the 22<sup>nd</sup> November 2021 an increase of 1 spinal column point has been awarded and will be backdated to 1 April 2021.
  - h) The Council **endorse** that holding or attaining the CiLCA qualification
    - i. will be a requirement of the role; and
    - ii. if the successful candidate does not have the qualification that it will meet the course fees in full and the equivalent of up to half of the estimated study time taken to complete the course - subject to the post-holder entering into an agreement that if they should fail to achieve the qualification or leave the Council within 2 years of achieving it they will repay the equivalent of the support (i.e. course fees, paid study time and other expenses) incurred by the Council
  - i) Council **approve** the draft job description, as submitted, subject to
    - i. The amendment of the Spinal Column points to 11- 20 (£21,748 to £25,991) pro rata.
    - ii. Addition of the following to Contract - *the Local Government Pension Scheme applies.*
    - iii. Addition to place of work- *Two large filing cabinets*
    - iv. Addition of the following to main duties and responsibilities - *Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format. Ensure that all documents and communications comply with the General Data Protection Regulations (GDPR).*
    - v. Addition of the italics to point xvii - *To liaise with contracted cleaners for the Public conveniences, to order supplies as required and undertake periodic visual inspections and collection and banking of charges.*
    - vi. Addition to xx – Management and key holder of assets including, public conveniences, burial ground, play areas, street furniture including, Linkinhorne War Memorial, defibrillator etc.
    - vii. Addition in italics to xxvi - *To administer and regularly update statutory and other content on the parish website. Ensure that the website is compliant with Web Content Accessibility Guidelines WCAG2.1*
  - j) Council **approve** the draft person specification (identified as version2016), subject to the addition of:
    - i. Under Education, Essential – willingness to undertake training relevant to the role
    - ii. Under Education, Preferred - Certificate in Local Council Administration / willingness to undertake and achieve within 2 years.
    - iii. Under Previous Employment Experience, Preferred - Removal of 'Use of Sage or similar (e.g. excel)' and replaced with 'Use of Microsoft office and HMRC reporting software'.
    - iv. Under Skills/ Knowledge/ aptitude, Essential includes with IT literacy / skill, familiar with Microsoft Office in particular Word and Excel.
  - k) The incoming Clerk / RFO will be asked to complete a fitness questionnaire. The notice period of 2 months, the NALC SL.
1. Interim arrangements and hand over from current to incoming Clerk:
- a) It was agreed that the current Clerk would work out her notice (24<sup>th</sup> December 2021) after which her hours would be reduced as necessary to undertake the following duties (a record of which will be

kept) for which she will be remunerated at her current spinal point column until a new Clerk / RFO is in place:

- i. Undertake the RFO position until a new Clerk /RFO was in place.
  - ii. Will remain the contact point for Linkinhorne Parish Council and receive and respond to any correspondence. Correspondence requiring any additional responses would be sent to the Chair and Vice Chair.
  - iii. All documents and assets currently held by the Clerk at her home address will remain until a new Clerk /RFO is in place.
  - iv. Clerk to contact the cleaning contractor to ask for extension of the contract.
  - v. Clerk to contact RoSPA and arrange the annual play area inspection for April
  - vi. To undertake burial ground administration
  - vii. To submit planning application responses
  - viii. To collate handover pack for the incoming Clerk / RFO
- b) It was agreed that the Chair would produce the Agenda and take Minutes of the meeting. Cllr Todd agreed to place notices on the noticeboards around the parish (Clerk to print off and drop through door, Clerk to provide key for the noticeboard at Upton Cross)
- c) Cllr Adams, Cllr Beech, and Cllr Martin offered to help with toilet inspections and coin collections. Clerk to undertake coin collection after Christmas with Cllr Beech.
- d) Cllr Adams agreed to undertake the play area inspections until March
- e) Due to the uncertainty surrounding the Coronavirus pandemic at the next meeting the Members will need to review and re-adopt the Coronavirus delegated authority to ensure business continuity.

## 5) Close of Business

The meeting closed at 8.30pm