

Burton Fleming Parish Council

Minutes of Special Meeting Held Wednesday 28 September 2016 at 7.00pm at Southfield House, South Lane, Burton Fleming

Present:

Parish Councillors: J Jackson, A Marr, B Southwell, K Wells,

Members of the Public:

Wards Councillors/Police:

Mrs Sarah Marr recorded the minutes

119/16 To Receive and Approve Apologies for Absence

Cllr S Brambles, Cllr J Hairsine, R Lindley, Cllr C Skelton, Cllr S Wells

120/16 Code of Conduct (01 July 2012)

(a) To record Declarations of Pecuniary and Non-Pecuniary Interests. Members declaring interest should identify the agenda item and state which interest is being declared.

(b) To note Dispensations in Respect of Agenda Items Below

Cllr A Marr – Minute 125/16

121/16 Public Participation

There were no members of the public in attendance.

122/16 Shortlisted Candidates for Clerk Vacancy

Interviews for shortlisted candidates took place last week.

RESOLVED (all in favour)

that following successful interview it was agreed to make an offer of employment for the Clerk vacancy to Jennifer Hobson, 10 Grimson Road, Hunmanby, YO14 0NF, **Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

123/16 Clerk Job Description

RESOLVED (all in favour)

that the Clerk to Council job description is agreed, **Proposed by Cllr K Wells and Seconded by Cllr A Marr**

124/16 Clerk Contract of Employment

RESOLVED (all in favour)

that the contract of employment is agreed as follows:

- (1) Start date: 03 October 2016
 - (2) Job Title: Clerk to the Council/Responsible Financial Officer
 - (3) Duties: As per Job description
 - (4) Place of Work: Home with suitable space for storage of documents
 - (5) Wages: £8.61PH (Salary point 15 in the scale LC1) paid per calendar month
 - (6) Hours of Work: 8 hours per week
 - (7) Notice Period: Four weeks from either employer or employee,
- Proposed by Cllr A Marr and Seconded by Cllr J Jackson**

125/16 Standing Order for New Clerk Wages

RESOLVED (all in favour)

that the standing order for wages is amended for the new clerk Jennifer Hobson, upon receipt of signed contract of employment, **Proposed by Cllr K Wells and Seconded by Cllr J Jackson**

126/16 Payment of Handover Hours for Outgoing Clerk

RESOLVED (*all in favour*)

that the outgoing Clerk, Sarah Marr submits a timesheet for payment of hours accumulated during the handover period, **Proposed by Cllr K Wells and Seconded by Cllr J Jackson**

127/16 Any Other Business

- Cllr K Wells has agreed to show Jennifer Hobson around the village so that she can become familiar with the different areas that are discussed.

128/16 Date and Time of Next Meeting

The next Parish meeting will be held on Tuesday 15 November 2016 at 7.00pm in the Village Hall.

129/16 Close of Meeting

There being no further business the meeting closed at 7.50pm

Chairman's Signature: Date: