

DRAFT Minutes of Extraordinary Parish Council Meeting held on Tuesday 27 February 2018 DRAFT

Present Andy Climpson (AC) Keith Fletcher (KF) Marie Johnston (MJ) Peter Lemaire (PL)
Penny Cooper (Clerk)

162 **Apologies:** Gemma Benoliel (GB)

163 **Declarations of interest:** None

164 **Approve payments**

RESOLVED all payments authorised. Payments received were noted.

165 **Confirm appointment of the Clerk/RFO**

AC reported on the selection process.

RESOLVED to offer the clerk/RFO role to the preferred candidate. The Clerk was authorized to offer the role to the preferred candidate, Joanna Brock, in accordance with the terms set out in the approved job advertisement & description, to negotiate a start date and to arrange a contract of employment, including a 3-month probationary period and initial salary of NJC Scale LC1 point 18.

RESOLVED to put in place a training programme to include:

up to 12 hours induction/support provided by the current Clerk working on a consultancy basis
attendance on as many appropriate OALC courses as can reasonably be arranged
the online SLCC course - Introduction to Local Council Administration

Signed:

Date: