

Minutes of the SPECIAL MEETING of TIBSHELF PARISH COUNCIL
held in The Jubilee Suite, Tibshelf Village Hall, 110 High Street, Tibshelf. DE55 5NU
on Wednesday 1st July 2009 at 7.15pm

Present:

Cllrs: C. Barlow, A.E. Beckett, A. Boyer, D. Brindley, R. Heffer, J. Gilbody, P. Trevelyan, W. Vardy and G. Wallis.

In attendance:

K Bradshaw, Parish Clerk.

NON EXEMPT ITEMS

0907/471 Apologies for absence

No apologies were received.

0907/472 Declarations of Members Interests

There were no declarations of interest.

0907/472 Exclusion of the Public

It was proposed by Cllr Boyer, seconded by Cllr Wallis and RESOLVED that in view of the confidential nature of the business about to be transacted, in the public interest that the press and public be temporarily excluded. (Standing Order 67)

EXEMPT ITEMS

0907/473 Recommendations of the Personnel Sub Committee

It was proposed by Cllr Wallis, seconded by Cllr. Barlow and RESOLVED that:-

a) Job Description –

1. Payment of salaries be included in para. 6 and PAYE & NIC be added to para. 2.

b) Contract of Employment - the following amendments be made:-

1. Para 14.3 be removed as Holidays at the Council conform with those at Bolsover District Council.
2. Para 14.5 be amended to read that notice of holidays be given to the Chair of the Council.
3. Para 9.1. expenses be agreed by the Council in advance.
4. Para 21 be amended to read that Grievance and Disciplinary procedures are laid out by the Council in a separate policy.

c) Person Specification –

1. Experience of Sage payroll be added to essential skills.
2. 5 years experience be deleted from desirable skills

0907/474 Advertisement of Vacancy

It was RESOLVED to note that advertisements have been placed with DALC, Bolsover District Council, The Parish Website and Noticeboards.

It was proposed by Cllr Gilbody, seconded by Cllr. Heffer and RESOLVED that the vacancy be advertised in the Derbyshire Times and the Mansfield Chad and that the placing of the advertisements be delegated to the Clerk.

0907/475 Interview Panel

It was proposed by Cllr Gilbody, seconded by Cllr. Barlow and RESOLVED that the Personnel Sub Committee should comprise the interview panel

0907/476 Timescale

It was proposed by Cllr Heffer, seconded by Cllr. Wallis and RESOLVED that:-

- a) The closing date for applications be 24th July 2009
- b) The Personnel Sub Committee meets to review applications and select interviewees on Monday 27th July
- c) Interviews be held on Thursday 30th July
- d) A meeting to be called to select successful applicant on Monday 3rd August

0907/477 Locum Clerk

It was proposed by Cllr Heffer, seconded by Cllr. Boyer and RESOLVED that a Locum Clerk be temporarily employed for 3hrs per day for days per week for the period between the current Clerk leaving and the start of the replacement.

The meeting closed at 7.55pm

Chairman.....

Date.....