

HELMDON PARISH COUNCIL

Minutes of the extraordinary meeting of the Parish Council held in the Reading Room, Church Street, Helmdon on Thursday 9th July 2015 at 8.00 pm

In attendance: Cllrs Coatsworth (Chairman), Adhemar, Hart, Wheeler and Vicars

1. Apologies were received from Cllrs Duncombe and Moody (both with business commitments) and Cllr Garner who was on holiday. The apologies were accepted by the meeting
2. The meeting noted the resignation of the Clerk to the Council, Simon Loake, for health reasons. The Chairman read the letter of resignation and gave a verbal report of the meeting held with the Clerk on 30th June 2015. Some questions were raised about the handover process and there was general agreement that the arrangements would largely be determined by the time taken to recruit a replacement. Concern was expressed about the delay in setting up the new internet bank account and the Chairman agreed to liaise with Simon to ensure that this was concluded with the minimum of further delay.
It was resolved that the Parish Council should commence the process to recruit a new clerk with the minimum of delay
- 3 It was resolved to establish a HR committee to be responsible for the recruitment process. Cllrs Hart, Moody and Coatsworth were appointed to his committee.
4. The terms of reference for the HR committee were approved as written subject to the following amendments
 - a) Clarification of the procedure in the event of a split vote to the effect that in such a circumstance the Chairman will have a casting vote.
 - b) Interviewees should be requested to self certify that they know of no medical condition that would preclude their effective performance in the role of parish clerk. Cllr Hart offered to provide an existing form of this nature for consideration and possible use
 - c) The probationary period to be 4 months in lieu of three so that performance can be assessed over two regular parish council meetings rather than one potentially.
5. It was resolved to approve the heads of terms of agreement for the appointment of a clerk as currently written
6. It was resolved to approve the timetable for appointment of a clerk as currently written noting that Cllr Hart is on holiday 5th to 12th August 2015 inclusive
7. There being no further business the meeting closed at 8:45 pm

Signed _____

Dated _____

Cllr J Coatsworth
Chairman