

**MINUTES OF THE EXTRAORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 6pm ON TUESDAY 12 FEBRUARY 2013
AT THE PARISH ROOM, THE STREET, EFFINGHAM**

PRESENT

Cllr Pindar in the Chair

Cllrs Bell, Bowerman, Hogger, Lightfoot, Moss, Peskett and Symes

27.13. APOLOGIES FOR ABSENCE

Cllr Wetenhall

28.13 REGISTER OF INTERESTS, AND DISCLOSURE OF PECUNIARY INTERESTS AFFECTING THIS AGENDA

None declared.

The following item was taken in committee since it would require discussion of personal details of private individuals.

29.13 RECOMMENDATION OF THE INTERVIEWING PANEL FOR THE APPOINTMENT OF A NEW CLERK

Cllr Pindar reported on the interviewing procedure, which had included prepared questions and a practical exercise. Of the candidates shortlisted, one had unavoidably had to withdraw.

Those interviewed were fully discussed. It was agreed to offer the post to Clare Ritchie on the starting salary of £22k pro rata for 28 hours as advertised, subject to receipt of satisfactory references. Cllr Pindar will speak to Clare to let her know. He will ask her to confirm that her normal place of work will be the Parish Room, she is expected to run two sessions open to the public per week, and her first appraisal will be in November. He will ask SALC to take up the references. Following receipt of these he will ensure the formal letter offering the appointment, and the completion of the contract, are dealt with.

AP

It was agreed that other candidates interviewed would have been capable of doing the job. The Parish Council agreed that that if for any reason the post is not taken up or falls vacant again within six months, it would not automatically re-advertise the post but would like to contact and re-interview these candidates in the first instance. The Parish Council agreed that the Chairman should write to them and let them know.

AP

The Chairman will write to applicants who were unsuccessful or unable to be interviewed.

AP