

MINUTES OF THE EXTRAORDINARY MEETING OF EFFINGHAM PARISH COUNCIL HELD AT 8pm ON TUESDAY 21 AUGUST 2012 AT THE PARISH ROOM, THE STREET, EFFINGHAM

PRESENT

Cllr Pindar in the chair

Cllrs Bowerman, Hogger, Lightfoot, Nicholls, Peskett, Symes, Wetenhall

The Clerk

112.12 APOLOGIES FOR ABSENCE

All eligible Councillors were present

113.12 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

No interests were declared that related to the business of this extraordinary meeting.

114.12 RECRUITMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

The process for recruiting the Clerk was agreed, based on the recommendations from SCAPTC. However, the timetable was shifted by two weeks to allow more time to receive applications as follows:

- Week of 27 August – advert to go live
- 28 September – closing date
- 1 October – SCAPTC to email applications to chairman
- 3 October – Invitations to shortlisted candidates
- Week of 8 October – interviews

The interviewing panel was appointed: The Chairman, Cllrs Lightfoot and Symes with Cllr Bowerman in reserve. SCAPC would provide one further interviewer.

There followed a discussion about the hours and pay rates to be offered and the adverts to be placed. It was agreed to offer part time work of 28 hours per week on a starting salary on Scale 2 between points 26 and 38 depending on knowledge and experience. It was further agreed that the chairman and vice-chairman would circulate drafts of the adverts for comment based on points raised by Councillors.

There being no further business, the meeting closed at 21.10hr.