

WEST DEAN PARISH COUNCIL

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Clerk to the Council

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MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON Wednesday 18th August 2021

Present: Alan Grant (AG), Sylvia Francis (SF), Mike Costley (MC), Stephen Yeates (SY), Steve Crick (SC), Alison Bruce (AB), Jackie Dale (JD), Jim Richmond (JR), Peter Dunford (PD) and Bill Evans (BE)

In attendance: K Carpenter (Deputy Clerk)

1 **Apologies:** Bill Gayler, Steve Dunford, Andy Moore and Debra Oliver

2 **Declarations of Interest:** None

Minutes of Last Meeting – not considered, none attached.

3 **i) To set up a process for the recruitment of a Clerk**

Recommendation to Full Council – A small working party of four Councillors to be formed for the recruitment of a replacement Clerk. This will encompass the recruitment process and its documentation as well as the interview and evaluation of candidates.

There was also some discussion about the handover process to the deputy clerk and the need to ensure that as much information and detail was passed on during the notice period. There was also some further discussion about the newsletter and any associated software packages utilised being available to WDPC for future editions.

ii) To consider appointing Deputy Clerk to act as Clerk until a replacement Clerk is in post.

There was some discussion about the current position of the Clerk regarding the confirmation in writing of the acceptance of the resignation.

Recommendation to Full Council – JR proposed and was seconded by JD - that Kim Carpenter be allocated the position of Clerk on a temporary basis.

There were no objections to the uplift in the Deputy Clerk's salary to Scale point 29 (£32,910) for the duration of this period.

iii) Locum Deputy Clerk

Recommendation to Full Council – JR proposed and was seconded by BE – that GATPC be approached for a locum deputy clerk to begin as soon as possible.

4 **Clerk's Holiday Pay**

Item 4. has been deleted from the agenda at the request of the Parish Clerk by email:

"I withdraw my claim for any holiday pay, so please remove this matter from the agenda."

Recommendation to Full Council – JR proposed and was seconded by AB – that the Clerks request to carry forward five days annual leave from the previous leave year (2020/21) to be taken as part of his notice period be approved.

5 Deputy Clerk's Local Government Pension

It is noted, that there is still some minor issues with this pension contribution which are being monitored, but this does include the issue of payments currently not having been made for part of May and June 2021.

6 Note Appointment of a Janitor/Caretaker

It is noted that Mr Paul Sims will commence work with the Parish on 6th September 2021 in the above position.

No date was set for the next Committee meeting.

The meeting closed at 9.30 pm