

Minutes
Extraordinary Meeting
Burton-in-Lonsdale Parish Council
7.30pm Thursday 10th March 2022
Village Hall, Burton in Lonsdale

Present: Councillors Handley (Chairman), Biles, Tate, Thompson & Wardle; 2 members of public.

In attendance: the Clerk.

111/2021 **Apologies**

Resolved

Apologies were received and accepted from Cllrs Shaw and Taylor.

112/2021 **Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council

Resolved

There were no disclosable pecuniary interests to declare.

113/2021 **Retirement of Clerk**

a) **Handover**

Resolved

The Clerk to circulate to all Councillors a first draft of the Business Continuity Plan, to be discussed at an informal meeting at a date convenient to the Clerk and Councillors.

b) **Interim responsibilities**

Resolved

To ensure continuity of the Council's financial responsibilities in the short term temporary assistance to be sought, possibly from a neighbouring parish.

c) **Appointment of temporary Clerk**

Cllr Wardle reported two Clerks in the area have been approached, one of whom may be prepared to take on the role on a temporary basis.

Resolved

To invite the person to a meeting to discuss the work and remuneration.

Resolved

Cllr Wardle's address and telephone to be used as the Council's temporary point of contact

Appointment of New Clerk & Responsible Financial Officer

a) **Review and confirmation of**

i. **Job Description**

A YLCA template Clerk specification covered the areas: experience, skills, knowledge and other.

Resolved

The majority of items expected under experience, skills and other such items as ability to attend evening meetings be treated as 'essential'; the majority of items under knowledge and qualifications be treated as desirable, with training to be offered if required.

- ii. Hours and Salary
The current Clerk's actual hours were noted as approximately 10-12 hours a week, whilst the current salary is 20 hours per month.
Resolved
To offer the position based on 10 hours/week at a rate of £12/hour, both subject to negotiation.
- iii. Person Specification
Resolved
As per the job description (i) above.
- iv. Application Form
Resolved
To use the YLCA template and request applicants include a C.V.
- v. Timetable for Appointment Process
Resolved
Closing date for applications: 14 April 2022, with a view to making the appointment at the 28 April meeting.
- vi. Advertising the vacancy: where and duration
Resolved
To advertise around the village/locally in next 7 days; to also use digital media outlets such as Facebook (Cllr Wardle), Twitter and Indeed (Cllr Biles), and Council's own webpage (Clerk).
To send adverts to YLCA and NALC for circulation (Clerk)
- vii. Appointment of interview panel; panel remit
Resolved
Interview Panel: a minimum of any three of the current councillors.
If several applicants, a shortlist to be made before interview.
Cllr P Thompson to deal with applications for circulation to other Councillors.

114/2023 Date, time and venue next full Parish Council meeting

Resolved

The next full council meeting to be at 7.30pm on Thursday 24 March 2022, in the Village Hall.

The meeting closed at 8.40pm.

Signed

Dated