

ALDINGBOURNE PARISH COUNCIL

Locum Clerk – Mrs JKM Brown

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Minutes of the meeting of the Staffing and Governance Committee, Aldingbourne Parish Council, held at 7pm on 21<sup>st</sup> August 2018 at the Aldingbourne Community Sports Centre

**Present:** Councillors, Foott (Chairman) Turner, Warden and Harbord

**Apologies:** None

**In attendance:** Trevor Leggo, Director SSALC

**Also present:** Mrs J Brown, Clerk

**Declarations of interest-** None

30. **Urgent Items** – None

31. **Appointment of replacement Clerk** – The Committee discussed the already approved package that SSALC offers to assist with the recruitment of the new Clerk. Mr Leggo outlined the service that SSALC would provide including advice on the advertising of the vacancy and the person specification. Members discussed the appropriate timeline and it was agreed that the Committee would recommend that the Clerk be in post by the end of 2018.

Regarding the timeline for the appointment on a proposal by Cllr Foott and seconded by Cllr Turner it was agreed that the appointment be ratified by the Parish Council at its meeting on 4<sup>th</sup> December 2018 for the successful Clerk to be in post by 1<sup>st</sup> January 2019. The Committee agreed to hold interviews week commencing 26<sup>th</sup> November with the shortlisting taking place in October. It was further agreed that the post would be advertised at 15 hours per week to include Project Management duties at a rate of £22 per hour to include mileage from home to ACSC as appropriate.

It was agreed that an advert would be prepared and advertised by 1<sup>st</sup> October 2018 and the Clerk would provide a draft contract and Job description for SSALC to use as well as the latest Chairman's report.

32. **Date of next meeting** – TBA

There being no further business for discussion the meeting closed at 8.00pm

Signed .....Chairman.....Date .....

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