

ALLBROOK PARISH COUNCIL**21 June 2010****Civic Offices, Leigh Road, Eastleigh****(7.00 pm – 8.21 pm)**

PRESENT: Councillor Wall (Chairman); Councillors Mrs Calder, Mrs Evans and Mrs Symonds

(Apologies for absence were received from Councillors Hawes and Mrs Sollitt)

17. CONFIDENTIAL BUSINESS

The Council agreed not to exclude the press and public for the following item.

18. APPOINTMENT OF PERMANENT PARISH CLERK

Consideration was given to a report of the Interim Parish Clerk on the appointment of a permanent Clerk.

Members discussed the arrangements for advertising and noted that Chandler's Ford Parish Council had invited Allbrook to share in a joint advertisement in the Southern Evening Echo. However, in view of the cost, members felt that the alternative options should be used first (hampshirejobs website, the HALC website and local posters). A press advertisement could then be considered, depending on the response.

AGREED:

- (1) That the draft advertisement (Appendix 1 to the report) be approved;
- (2) That the post be advertised as detailed above, with an application period of 21 days (16 July deadline)
- (3) That the draft job description (Appendix 2) be approved;
- (4) That applications be invited in the form of a CV with covering letter;
- (5) (a) That a panel of three members be appointed, with delegated powers to consider and shortlist applicants, conduct the interviews and make the appointment;
- (b) That the panel comprise Councillor Mrs Calder, plus two other members to be agreed by the Interim Clerk in conjunction with the Chairman (members with interviewing skills to be invited to join the panel);
- (c) That authority be given for panel membership to be changed in the event that a panel member is acquainted with a particular applicant;
- (6) That Part 1 of the National Agreement for Clerks (salary profiles) (Appendix 3) be adopted;
- (7) That the hours of the post be set at 5 hours per week and the salary between scale points 18 and 22 of the NJC scale, depending on experience and qualifications;
- (8) That the Clerk's contract include the provision of a retirement gratuity;
- (9) That an annual office allowance of £125 be paid;
- (10) That the Council provide the Clerk either with a dedicated telephone line or a telephone allowance, depending on the circumstances of the postholder;
- (11) That the Council provide a computer, with suitable office software, together with a broadband connection and appropriate virus protection;
- (12) That part 2 of the National Agreement (Model Contract of Employment (Appendix 5) be adopted, with the Interim Clerk having authority (in conjunction with the Chairman) to vary the contract terms to suit the circumstances of the applicant, in particular paragraph 7 relating to salary point and qualifications;
- (13) That part 3 of the National Agreement (Guide to Good Employment Practice) (Appendix 6) be adopted.

19. NEXT MEETING

A further special meeting of the Council was required to deal with Standing Orders and Financial Regulations. Members discussed the problem of meeting accommodation bearing in mind the limited availability of the two principal venues, i.e. the Allbrook Hill and Boyatt Lane Scout Huts. The private school in Pitmore Road was suggested and Councillor Mrs Evans agreed to enquire about availability.

AGREED that the next Council meeting be held during the week beginning 16 August 2010.