



Broadhempston Parish Council

Clerk: Mrs Laura Carus, April Cottage, 14 North St, Ipplepen, Newton Abbot, TQ12 5RT
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MINUTES FOR THE PERSONNEL MEETING OF BROADHEMPSTON PARISH COUNCIL **FRIDAY 27th NOVEMBER 2020 VIA ZOOM**

{CONFIDENTIAL}

Present: Dowson (Chair), Goddard, Head, Hughes, Isaacs, Sutcliffe, Widger, Wright,
Also present: Laura Carus (Clerk)

No	Subject	Comments
1	The Chair will open the Meeting and receive apologies.	Meeting opened at 19:17
2	To resolve to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.	It was RESOLVED to exclude the press and public.
3	To declare any interests arising at this meeting.	No interests arising.
4	To consider the steps for replacing the clerk	Cllr Dowson confirmed he has spoken to Cathy Aubertin, who was interviewed in May for the clerks position and was a strong candidate. As the notice period for the current clerk is currently a month it

		<p>was decided to offer the role to the second candidate, who is currently the clerk for Stoke-In-Teignhead. Cllr Dowson also spoke to the chair of this parish as way of reference and he was satisfied.</p> <p>It was AGREED that this was a positive way forward to ensure a suitable replacement was secured in the time frame.</p> <p>It was discussed if the standard contract can be amended to include a longer notice period for the Clerk (6 weeks rather than 4). ACTION: Clerk to enquire via SLCC.</p>
5	To agree dates for next steps	<p>It was AGREED that the new clerk start date will be 14th December, ensuring some crossover time between the Clerks. It was AGREED the new clerk will attend the meeting on Thursday 10th December.</p> <p>ACTION. Clerk to issue offer letter, contract and arrange handover. Clerk to confirm pay rate. Clerk to share list of monthly 'clerk to do's' with councillors for their information.</p>
7	To note and discuss the possible outgoings required for the recruitment of the new clerk.	<p>ACTION: Clerk to investigate if a laptop and/or printer is required by the new clerk.</p>

.....Chair.....Date