

**Minutes of an extraordinary meeting of the Misterton Parish Council held on 4<sup>th</sup> June 2010  
in the Church Hall, Misterton, Nottinghamshire.**

**Present:** Cllr Hazel Brand, Cllr Irene Charman, Cllr Barry Cooper, Cllr Nicola Jaggard-Smith, Cllr Peter Marsden, Cllr Peter Potter, Cllr Raymond Simpson, Cllr Alan Stead, Cllr Steven Taylor and Cllr Ian Trossell.

**Also present:** 4 members of the public.

**Cllr Ian Trossell, Chairman of the Parish Council, in the chair.**

PC 056/11      **Apologies**

Apologies for absence were received from Cllr Margaret Trossell, Cllr Annette Wilkinson and Cllr John Wilkinson.

PC 057/11      **Declarations of Interest**

No declarations of interest were given by attending Councillors in respect of items listed in the agenda papers.

PC 058/11      **Questions/Statements from members of the public**

Mrs Potter raised the matter concerning the notice on the Councils notice board relating to the appointment of a new Cleaner for the Misterton Centre and the need for a CRB check.

Mr Burton reported a case of rubbish which had been dumped on Gravelholes Lane.

Mrs Potter reported the area around the Victoria Institute was untidy and needed cleaning. The meeting noted this comment

Mrs White asked whether residents or local businesses might be asked to maintain the planters near the Misterton Church.

PC 059/11      **Exclusion of the public and press**

It was proposed that in view of the confidential nature of the business about to be transacted, it is advisable in the public interests that the public and press be excluded and they are requested to withdraw. The proposal was seconded and upon being put to the meeting, it was so RESOLVED.

Public/press withdrew from the meeting.

PC 060/11      **Appointment of new Clerk to the Council**

The Chair and the acting Clerk reported upon the new circumstances which made it advisable for the Parish Council to revise and adapt its policy under this item of business. These circumstances related to arranging immediate short term cover for the essential work of public funds accounting, the provision of Officer

support for the Councillor's work in recruiting, selecting and appointing a new Clerk and the need to establish a programme for the whole process.

A full discussion ensued related to the Appointments Sub Committee, the extent of delegated powers, job descriptions, person profile, advertising and interim arrangements. It was finally agreed as follows:-

- The Appointments Working Party to comprise of Cllr Hazel Brand, Cllr Alan Stead, Cllr Barry Cooper, Cllr Irene Charman and the Acting Clerk (as required).
- The Appointments Working Party to meet on Tuesday 8<sup>th</sup> June to finalise job description, person profile, salary grade and conditions of employment.
- Advertising then to be arranged, locally and nationally.
- Applications to be made to the Chairman of the Parish Council.
- Dependant upon the response, preliminary interviews may be given by Appointment Sub Committee but final selection to be by the full Council.
- To delegate authority to the Chair, Vice Chair and acting Clerk, with advice as appropriate from Cllr Nicola Jaggard-Smith, to proceed to make a short term (initially three months) appointment to a competent person to carry out the work of Responsible Financial Officer. Rate of pay to be equal to Acting Clerks)
- To ask former Clerk to the Council, David Wright to "mentor" the new temporary RFO as needed. Rate of Pay to be equal to the Acting Clerk's.

PC 061/11 **Date of next Meeting**

After discussion it was agreed that the next meeting of the Parish Council is to be held on the 15 June 2010. In addition to reviewing the items of business deferred from the Council meeting held on the 18<sup>th</sup> May 2010, it was agreed that the following items be also included in the agenda and that Councillors be asked to prioritise agenda items.

Matters of information exchange within the meeting

Bassetlaw DC Core Strategy Preferred Options

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting