

# Castle Bromwich Parish Council

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING  
HELD ONLINE (via ZOOM)  
WEDNESDAY 26<sup>th</sup> AUGUST 2020, 6.30PM



**Council members:** Mrs P Allen (Chairman), Mrs A Ahmed, S Beechey, Mrs A Haywood, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward + three vacancies

**Present** Cllrs: Mrs P Allen - Chairman  
Mrs A Ahmed Shaikh  
S Beechey  
Mrs A Haywood  
J Macdonald (unstable connection), joined the meeting at item 5  
M Rashid (unstable connection)  
J Riordan  
Mrs R Shaikh, joined the meeting at item 7  
K Shaw  
Miss J Ward

Members of the public: None

Officers: Mrs G Lungley – Support Officer

20/08-01 **Chairman's Welcome**

Cllr Mrs Allen welcomed all to the online meeting of the Council, and reminded everyone the reason for meeting online was due to Covid-19 and to continue to be vigilant to avoid a further outbreak.

The Extraordinary Meeting had been called to consider the appointment of the new Clerk to the Council and the Chairman thanked all for attending.

20/08-02 **To note apologies for absence**

Apologies for absence due to employment commitments were sent from Cllr M Strong by email at 18:17hrs, but had not been picked up prior to the start of the meeting and were therefore not noted by members.

Cllr K McCoy was absent.

20/08-03 **To receive members' declarations of disclosable interests**

No disclosable interests were declared.

20/08-04 **To receive and consider members' dispensation requests, if any**

No dispensation requests had been submitted.

20/08-05 **Public Question Time**

Not required.

20/08-06 **To resolve to close the meeting to members of the public** via the Public Bodies (Admission to Meetings) Act 1960, to discuss confidential matters, publicity of which would be prejudicial to the public interest.

It was resolved to close the meeting to members of the public.

20/08-07 **To receive and ratify the recommendation from the Staffing Committee on the appointment of a new Clerk to the Council**

Two members of the Staffing Committee had interviewed the three short-listed candidates for the position of Clerk to the Council, facilitated by the Support Officer. Their observations were discussed at the Staffing Committee meeting held on 19<sup>th</sup> August which agreed upon their preferred candidate for ratification by the Council at this meeting.

**It was AGREED** to ratify the Staffing Committee's recommendations and the position of Clerk to the Council would be offered to the preferred candidate subject to the receipt of satisfactory references.

20/08-08 **To receive and ratify the recommendation from the Staffing Committee on the Clerk's contract.**

The NALC model contract of employment had been modified as recommended by Peninsula HR and would be reviewed again following items raised in this meeting relating to hours of work and start date. The contract was agreed on this basis.

20/08-09 **To consider the revised terms of engagement of the Support Officer**

The Support Officer's revised terms to the end of October were agreed. The new Clerk would receive a 2-month handover including mentoring support.

20/08-10 **To consider in principle, the appointment of an apprentice to work in the parish council office/Arden Hall**

**It was AGREED** in principle to employ an apprentice. The appointment would depend on the new Clerk settling into the role in the first instance and members expressed a preference for the role to be filled by a parish resident.

20/08-11 **To revise and approve the Staffing Committee's Terms of Reference**

The Terms of Reference were agreed subject to changes to:

- the meaning of PPE ie 'equipment' not just clothing
- to meet more often than quarterly if required to do so

20/08-12 **Date of next meetings, all starting at 6.30pm if being held online or 7.30pm if face-to-face:**

- Leisure Services Committee will meet on 02/09/2020
- Finance and General Purposes Committee will meet on 09/09/2020
- Full Council will meet on Wednesday 30/09/2020, at which members would be asked to appoint a 5<sup>th</sup> member to the Staffing Committee

**This meeting ended at 7.40pm**

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Signed as a true record of the business transacted  
Chairman Castle Bromwich Parish Council

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Dated