

**Minutes of the extraordinary meeting of
Ulley Parish Council held electronically on 4th September at 6.00 pm**

Chairman – Cllr Richard Robson

Other Councillors in attendance – Cllr P Smith and Dr. Chris Myers.

Present – None

AGENDA

No public session was undertaken prior to the meeting being a confidential session due to the GDPR issues surrounding the sole agenda item, to discuss recruitment for the position of Clerk to the council.

1 - To receive and approve any apologies for absence - These were Cllr Ian Stones and Cllr Richard Steele. These were approved.

2 - To record any declaration of interest – None

3 – To discuss the clerks role and any changes required

The role was discussed to include the set up and management of a charitable trust to run the current Halifax fund and administer the leases of PC assets (inc. village hall & recreation ground) within the new job description. An increase in hours was considered to between 4-6hrs for the additional duties.

Resolved: To include additional duties and initially allow 4hr/w but with the recognition that an increase within the discussed band would be acceptable, if shown necessary to perform the extra duties.

4 – To review applicants and recruitment opportunities to the vacant role of Clerk and RFO to UPC.

Following advertisement of the role for two weeks, one application was received.

The applicant's details and CV were presented and discussed, along with requested pay scale was discussed. The candidate had ~10yrs previous experience as a local parish clerk.

Resolved: That the role be offered to the applicant with immediate effect to allow for handover with current clerk.