



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Council Meeting of the Goring-on-Thames Parish Council for the purpose of Clerk & RFO Recruitment

Thursday 07<sup>th</sup> July 2022 at 11:00, Gardiner Pavilion

### Public Session – Prior to the Start of the Meeting

**MoP1:** Congratulated future new Clerk and questioned necessity of a mentor for one year.

### Members Present:

Chair	Cllr B Urbick (BU)
Vice-Chair	Cllr S Lofthouse (SL)
Members	Cllr J Wills (JW)
	Cllr J Emerson (JE)
	Cllr L Reavill (LR)
	Cllr E McCorkell (EM)

### Officers Present:

Clerk Designate	Sarah Edmunds (SE)
-----------------	--------------------

**Public and Press:** One member of public

### Meeting started 11:00am

#### 22.07.1. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

Cllrs D Brooker, Clerk and Asst Clerk had sent their apologies.

**Resolved:** The reasons for absence were approved, unanimously.

#### 22.07.2. Declarations of Interests [LA 2011 s31]

None

#### 22.07.3. To consider requests for Dispensations [LA 2011 s33]

None

#### 22.07.4. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

##### 22.07.4.1. Meeting held on 15th June 2022

**Resolved:** At 22.05.6.1 the final sentence was amended to read: "The submission made to the planning inspectorate to be appended to these minutes *added retrospectively* as Appendix A." With this amendment, it was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.



**22.07.4.2. Matters arising from the minutes not elsewhere on the agenda.**

None

**22.07.5. To receive Chairman's report and announcements**

None

**22.07.6. Recruitment**

**22.07.6.1. To receive recommendations from the Interview panel on the appointment of a Clerk and RFO**

The Cllrs who conducted the interview recommended Mrs S Edmunds be appointed as Clerk and Responsible Financial Office to take up post at the end of the current Clerk's contract. It was further recommended that a Clerk Mentor be taken on to provide legal and local support, advice and training. The Clerk Mentor will be asked to assess their requirement to remain in role throughout and notify the Clerk and Council if their professional opinion is that they are no longer required. A period of 1 year has been initially suggested to take in a full calendar of Council items including that which is not included in depth or not at all in the CiLCA syllabus.

The Clerk has also notified the Chair of the Council prior to this meeting, that if the Council sees fit and believes it appropriate they would be happy to vacate the roll of Clerk earlier than their current last working day of 4<sup>th</sup> August 2022, but not earlier than 25<sup>th</sup> July, should they be appointed as the Clerk Mentor.

Points discussed included:

- Desire to ensure LW to stay as Clerk as long as possible to provide most time for smooth transition to new Clerk.

**22.07.6.2. To appoint Sarah Edmunds as the Clerk and Responsible Financial Officer for the Council effective 5<sup>th</sup> August 2022, SCP 24, 20 hours per week with up to 10 hours overtime.**

**Resolved:** Approved unanimously to appoint Sarah Edmunds as Clerk and Responsible Financial Officer, effective 05<sup>th</sup> August 2022, 20 hours per week, with up to 10 hours overtime pre-authorized, SCP 24.

**22.07.6.3. To approve starting date of 7<sup>th</sup> July 2022 for S Edmunds as *Clerk Designate* at SCP 24, up to 20 hours a week for a period of handover, with the current Clerk to the Council.**

**Resolved:** Approved unanimously that Sarah Edmunds to start work as Clerk Designate, effective today 07<sup>th</sup> July 2022, up to 20 hours per week SCP 24.



## GORING-ON-THAMES PARISH COUNCIL

- 22.07.6.4. To create the role of Clerk Mentor, to support the new Clerk with local and procedural information, help and training initially for up to 1 year, SCP 29, 5 hours per week, additional hours to be agreed with the Clerk, and approve job description and person specification (to be presented at the meeting, or earlier if possible).**

The Job Description was circulated prior to the meeting. No person specification has been produced as this is a temporary fixed term appointment.

The following was discussed

- Principle of mentor agreed
- Because 5 hours each week is an average, it was discussed to agree a total of 130 hours for the contract for a 6 month period
- To be reviewed prior to 6 months, and potential to extend, subject to mutual agreement between Clerk, the Council and Clerk Mentor
- Job description needs more time to review and to be agreed at the next meeting.

**Resolved:** Approved unanimously to create the Role of Clerk Mentor, initially up to 6 months (though may be extended subject to mutual agreement), SCP 29, 130 hours (average 5 hrs/week) with additional hours to be agreed with the Clerk. The Job Description to be approved at the next meeting.

- 22.07.6.5. To appoint Laura White as Clerk Mentor, effective 5<sup>th</sup> August 2022**

The following was discussed

- This period of employment is a continuation of a period of continuous service.
- The Clerk Mentor retains all other benefits, including pension, additional leave entitlement due to continuous service.

**Resolved:** Approved unanimously to appoint Laura White as Clerk Mentor, effective the day Sarah Edmunds becomes Clerk and RFO, 130 hours over 6 months (average 5 hours per week), SCP 29, this period of employment is considered continuous service from time as Clerk & RFO with respect to all benefits.

- 22.07.6.6. To approve paying for SLCC membership for the Clerk Designate**

It was discussed that this will give the Clerk Designate access to additional mentoring, professional advice and reduced training costs for CiLCA. Anticipated cost less than £200 for the year.

**Resolved:** Approved unanimously to pay for SLCC membership for the Clerk Designate, maximum budget £200.

- 22.07.6.7. To approve immediate CiLCA registration, including OALC mentoring for the Clerk Designate, budget £1000**

It was discussed that the next Cohort starts on 1<sup>st</sup> August, the following cohort not until 1<sup>st</sup> October.



## **GORING-ON-THAMES PARISH COUNCIL**

**Resolved:** Approved unanimously to register the Clerk Designate immediately, budget £1000.

**22.07.6.8. To approve budget of £150 for pre order of Edition 13 of Charles Arnold-Baker on Local Council Administration.**

The Council Currently has Edition 11. Edition 13 will include updated legislation pertaining to GDPR etc.

**Resolved:** Approved unanimously to pre-order edition 13 of Charles Arnold-Baker on Local Council Administration.

**22.07.6.9. To approve updating the bank mandate and access to Equals Pre-paid Card to include the Clerk Designate with Internet Banking access.**

**Resolved:** Approved unanimously to add the Clerk Designate to both.

**22.07.6.10. To approve "Council Office Opening Hours" to be split as a ratio of contracted hours between the Clerk and Assistant Clerk.**

It was decided to bring this item, with the exact detail of Office Hours, to be agreed at the next meeting.

**22.07.7. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**

**Resolved:** Approved unanimously to exclude the public and press.

**22.07.7.1. To consider a request, required contractually, from the Clerk Designate to approve secondary employment.**

The Clerk Designate gave a summary of their secondary work and confirmation it had never been an issue in their previous jobs to manage the secondary work.

**Resolved:** Approved unanimously to allow secondary work of approximately 8 hours per month for the role as detailed.

**22.07.8. Matters for future discussion.**

None other than deferred matters from this meeting: Clerk Mentor Job Description and finalisation of Office Hours.

**22.07.9. To agree list of items from this meeting to be submitted to the Goring Gap News as a Parish Council Update.**

A short piece about the new (future) Clerk with photograph will be provided to Cllr E McCorkle who will then pass on to GGN.



**GORING-ON-THAMES  
PARISH COUNCIL**

**22.07.10. To confirm the time and date of the next Parish Council meeting: 25<sup>th</sup> July 2022.**

Confirmed

**Meeting Closed 11:43am**

DRAFT