



GORING-ON-THAMES PARISH COUNCIL

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

Thursday 07th July 2022 at 11:00, Gardiner Pavilion

All Councillors are summoned to a Meeting of Goring-on-Thames Parish Council.

Members of the public and press are invited to attend all council meetings.
(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total) NOTE: subject to all members being present, this may start as early as 10:50
This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

- 1. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]**
- 2. Declarations of Interests [LA 2011 s31]**
Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)
- 3. To consider requests for Dispensations [LA 2011 s33]**
- 4. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**
 - 4.1. Meeting held on 15th June 2022
 - 4.2. Matters arising from the minutes not elsewhere on the agenda.
- 5. To receive Chairman's report and announcements**
- 6. Recruitment**
 - 6.1. To receive recommendations from the Interview panel on the appointment of a Clerk and RFO
 - 6.2. To appoint Sarah Edmunds as the Clerk and Responsible Financial Officer for the Council effective 5th August 2022, SCP 24, 20 hours per week with up to 10 hours overtime.
 - 6.3. To approve starting date of 7th 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.



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- 6.4. To create the role of Clerk Mentor, to support the new Clerk with local and procedural information, help and training 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).
 - 6.5. To appoint Laura White as Clerk Mentor, effective 5th August 2022
 - 6.6. To approve paying for SLCC membership for the Clerk Designate
 - 6.7. To approve immediate CiLCA registration, including OALC Mentoring for the Clerk Designate, budget £1000
 - 6.8. To approve budget of £150 for pre order of Edition 13 of Charles Arnold-Baker on Local Council Administration.
 - 6.9. To approve updating the bank mandate and access to Equals Pre-paid Card to include the Clerk Designate with Internet Banking access.
 - 6.10. To approve “Council Office Opening Hours” to be split as a ratio of contracted hours between the Clerk and Assistant Clerk.
- 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.**
- 7.1. To consider a request, required contractually, from the Clerk Designate to approve secondary employment.
- 8. Matters for future discussion.**
- 9. To agree list of items from this meeting to be submitted to the Goring Gap News as a Parish Council Update.**
- 10. To confirm the time and date of the next Parish Council meeting: 25th July 2022.**