

## Extraordinary Meeting of Great Bentley Parish Council

Held on Zoom on 23rd April 2021

### MINUTES

Exclusion of the Public: In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, this meeting excluded the Public.

Meeting commenced at 6.31 pm

**Present:** Cllr Dennitts (Chairman), Cllr Herbert, Cllr Taylor, Cllr Harry, Cllr Edwards Cllr Plummer & Cllr Adams. The Clerk was also in attendance.

**04.21.054 Apologies for absence:** Cllr Hills & Cllr Wright

**04.21.055 Declarations of Interest:** None

**04.21.056 Resignation of Clerk:** Cllr Dennitts was designated host, and the Clerk left the meeting at 6.33 pm .  
It was agreed to pay the clerk all overtime and holiday pay accrued  
The clerk returned to the meeting at 6.42 pm and was designated host again.

**04.21.056 Appointment of New Clerk:**

- a) The Job Description sent to Councillors and the amendments made by Cllr Taylor were agreed.
- b) Proposed Cllr Adams, Seconded Cllr Edwards, **Resolved:** Clerk Hours to be advertised as 35+ hours per week  
Proposed Cllr Harry, Seconded Cllr Adams, **Resolved:** Salary banding: NALC pay scales: SPC 19 £25481 – SPC 24 £28672
- c) Cllr Dennitts, Cllr Taylor & Cllr Edwards (subject to availability) to carry out first round of interviews with the clerk (if available)  
All available Councillors to meet the candidates for the second interviews.  
Closing date 11<sup>th</sup> May, interviews commence 17<sup>th</sup> May.  
Proposed Cllr Edwards, Seconded Cllr Adams, **Resolved:** To advertise through EALC and Indeed and on the Parish Council website

**Chairman Signature:**

**Date:**