



SHAVINGTON
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**Shavington-cum-Gresty Council
Extra Ordinary Meeting of Parish Council**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

20 September 2024

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the Extra-Ordinary Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 25 September 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,
B Gibbs
Chairman to Shavington-cum-Gresty Parish Council

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 4 September 2024 (attached)
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive an update on staffing and consider the proposed recruitment process for the new Parish Clerk/RFO. This includes reviewing the attached Job Description, Person Specification, interim arrangements for meeting schedules, and the appointment of a Locum Clerk to ensure business continuity (attached)
19	To note the date of the next Council Meeting – 2 October 2024 7:30PM

Shavington-cum-Gresty Parish Council
Parish Council Meeting
Main Road,
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MINUTES of the Meeting of the Parish Council
held on 4 September 2024

In attendance: Cllrs L Buchanan, B Gibbs, K Gibbs, R Hancock, R Jones, S Jones, P McHugh, G McIntyre, S Randle, C Wain

ScG/24/04/1	To receive and consider apologies for absence
	Apologies were received from Cllrs M Ferguson, K Cruickshank
ScG/24/04/2	To note declarations of Members' interest
	Cllr S Randle declared a personal pecuniary interest in items 7, 8, 9, and 10.
ScG/24/04/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 3 July 2024
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/24/04/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG/24/04/5	To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 3 July 2024 or any items arisen since then:
	<u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Cllr K Gibbs

	<p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Cllr Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u></p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meeting held on 3 July 2024</p>
	Councillors NOTED the update.
ScG/24/04/6	To receive the June and July reports from the Village Beat Manager
	Councillors NOTED the report.
ScG/24/04/7	To note the YTD Parish Council finance position
	Councillors NOTED the YTD finance position of the Council.
ScG/24/04/8	To note and approve all payments since 1 April 2024
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that payments listed since 1 April 2024 are approved.</p>
ScG/24/04/9	To receive and consider the next round of payments
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the next round of payments detailed in the report attached is approved.</p>
ScG/24/04/10	To receive and consider a list of regular payments as per Council's Financial Regulation
	<p>Councillors NOTED the report.</p> <p>RESOLVED: That the list of regular payments included in the report is approved</p>

	in accordance with the Council's Financial Regulations, with the addition of Shavington Primary School
ScG/24/04/11	To receive and consider the External Auditor report for the period ending 31 March 2024
	RESOLVED: that the External Auditor report for the period ending 31 March 2024 is noted.
ScG/24/04/12	To receive and consider an update on the Main Road Car Park in Shavington.
	The Clerk updated Councillors on the item. Councillors NOTED the update.
ScG/24/04/13	To receive and consider an update on the Communication Officer recruitment process
	Clerk briefed Councillors on the item. Councillors NOTED the report.
ScG/24/04/14	To receive and consider an update on the Weston Mitigation Land acquisition project
	Clerk briefed Councillors on the item. Councillors NOTED the report.
ScG/24/04/15	To receive and consider a proposal to revise the Shavington-cum-Gresty Village Hall booking hire rates as follows: <ul style="list-style-type: none"> • Extend the special offer of a 16-week consecutive booking block (pay for 12 weeks and get 16 weeks) to include weekends, not just weekdays.
	Cllr McIntyre briefed Councillors on the item. Councillors NOTED the report. RESOLVED: that the special offer of a 16-week consecutive booking block (pay for 12 weeks and get 16 weeks) is extended to weekends
ScG/24/04/16	To receive and consider a proposal for the necessary electrical repairs at Shavington-cum-Gresty Village Hall
	Councillors NOTED the report.

	<p>RESOLVED: that the estimate provided is approved and that the Clerk is instructed to progress with the repairs</p> <p>RESOLVED: That the clerk is delegated a budget of £500 from reserves to install motion sensors in the downstairs area of the Village Hall</p>
ScG/24/04/17	<p>To receive and consider a report from the Clerk regarding the installation of the map frame in the Village Hall. Additionally, to consider allocating an additional £200 from reserves to cover costs that exceed the originally allocated budget</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that an extra £200 is allocated from reserves toward the project. That Eastfield Joinery Ltd is appointed as supplier for the frame, as recommended by the Clerk, the Chair of Village Hall Committee and the Chair of Community and Engagement Committee</p>
ScG/24/04/18	<p>To receive and consider a proposal to instruct the Staffing Committee to explore the creation of a Ranger position within the Council, effective from the 2025/26 fiscal year</p>
	<p>Cllr Randle briefed the Councillors on the item. Councillors NOTED the report.</p> <p>RESOLVED: that Cllr R Jones is requested to investigate similar positions in other authorities and to draft a job description and requirements for the post, to be presented to the Finance & Strategy Committee</p>
ScG/24/04/19	<p>To note the date of the next Council Meeting – 2 October 2024 7:30PM</p>
	<p>Councillors NOTED the date of the next meeting</p>

Meeting Closed 2046 hrs
 Chair: Cllr B Gibbs
 Clerk: S Garnero



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Report Statement

Meeting: Parish Council

Report Purpose: To inform the Parish Council about the Clerk/RFO's resignation, recruitment of a new Clerk, and arrangements for continuity.

Version Control: v1

Author: Clerk

1. Report Summary

This report gives details on the resignation of the current Parish Clerk, the recruitment of a new Clerk, and the steps needed to make sure the Parish Council continues to work smoothly during the transition.

2. Background

The current Parish Clerk is leaving their role. Their last working day in the office will be 13 December 2024, after which they will be on leave until their final day of employment on 31 December 2024.

3. Position

The Parish Council needs to recruit a new Clerk and make sure business can continue during the time between the current Clerk leaving and the new Clerk starting. The Council should also consider if it should pause recruiting a Communications Officer until the new Clerk is appointed.

Recruitment Timeline

The timeline for recruiting the new Clerk is as follows:

- Job advert published until midnight 3 November 2024.
- The current Clerk will shortlist candidates based on CVs and optional phone meetings.
- Candidates can meet with the Council Chair to learn more about the role.

- First interviews (online) during the week of 18 November 2024.
- Final interviews (in-person) with shortlisted candidates on 27, 28, and 29 November 2024.
- The Council will appoint the new Clerk on 4 December 2024.

Interim Arrangements

The Council should appoint a temporary locum Clerk for an initial period of 3 months, with the option to extend this to 6 months, to ensure the continuity of Council operations. The



decision to appoint the locum Clerk will be made by the Clerk, Chair, and Vice-Chair. It is recommended that the locum starts on 1 December 2024.

The locum Clerk is expected to work up to 37 hours per week. However, it is advised that the Clerk, Chair, and Vice-Chair are delegated the authority to negotiate the terms of the contract, including working hours and salary. The agreed pay rate should not exceed the current Clerk's hourly rate.

Communications Officer Recruitment

The Council should consider whether to pause the recruitment of the Communications Officer until the new Clerk is in place.

Meeting Schedule Review

The Clerk advises that committee meetings should be suspended during the transition. Instead, 1 or 2 Parish Council meetings per month should be held where all decisions will be recorded.

4. Equality Impact

There are no equality concerns related to this resignation and recruitment process.

5. Sustainability Impact

There are no sustainability concerns related to this report.

6. Community Impact

It is important that the Parish Council continues to operate effectively during this period to ensure community services are not disrupted.

7. Governance

Proper governance must be maintained, especially during the recruitment and appointment process.

8. Financial Impact

There will be costs involved in recruiting the new Clerk and potentially appointing a temporary locum Clerk. (TBC)

9. Resource Impact

Council resources will need to be focused on the recruitment and ensuring a smooth transition.

10. Wards Affected

All wards in Shavington-cum-Gresty Parish.

11. Conclusions



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The Parish Council is asked to:

1. Approve the recruitment timeline and panel.
2. Approve the Clerk job description and person specification attached to this report
3. Approve the Clerk band salary (SCP 33-36)
4. Delegate authority to appoint a locum Clerk to the Clerk, Chair, and Vice-Chair and to negotiate arrangements such as weekly/hours and salary. The agreed pay rate should not exceed the current Clerk's hourly rate
5. Decide on pausing the Communications Officer recruitment until a new Clerk is appointed
6. Review the Council's meeting schedule and, on an interim basis starting from December, reduce the number of Parish Council meetings to one per month. All other committee meetings will be paused until a locum Clerk is appointed or a new Clerk is in post.

12. Consideration Sought

The Parish Council is asked to approve the recruitment timeline, appoint a panel for the selection process, and delegate authority for the locum Clerk appointment. The Council should also decide if the Communications Officer recruitment should be paused and review the meeting schedule during the transition.



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ATTACHMENT 1

Job Description and Person Specification **Chief Officer (Parish Clerk and Responsible Financial Officer)**

Position Title: Chief Officer (Parish Clerk and Responsible Financial Officer)

Grade: SCP 33-36 (currently £41,418 - £44,428)

Reports To: Shavington-cum-Gresty Parish Council

Location: Shavington-cum-Gresty Village Hall, Main Road, Shavington, Crewe, CW2 5DP

Responsible For: All Council Staff and the management of Council facilities, including Shavington-cum-Gresty Village Hall.

Employment type: Full time, Permanent

Benefit: access to the Cheshire Pension Fund, 25 days holiday (+1 day every year of service up to a maximum of 5 days) plus bank holidays.

The Parish Clerk and RFO is the chief officer of Shavington-cum-Gresty Parish Council, tasked with leading the Council, delivering its strategic vision, and managing all aspects of Council operations. This role is more than a traditional clerk's position; it requires innovative leadership to drive the Council forward, ensuring that the ambitious strategy, accounting for nearly £1.5 million over the next five years, is effectively delivered.

Main Function of Position

- **Strategic Leadership:** Provide effective leadership to the Council, stakeholders, and staff on all matters affecting the Parish. This includes advising on statutory and non-statutory governance policies and ensuring that the Council's decisions are implemented efficiently and constructively.

This role requires clerking of meetings in person at ScG VH on evenings (in 2023/24 the average meeting schedule was 3 meetings/month), and attendance to civic events on weekends (In 2023/2024 no more than 5 per year)

- **Financial Management:** Act as the Responsible Financial Officer, with accountability for the Council's finances, including budget preparation, financial records management, and careful administration. Oversee the preparation of records for audits and VAT submissions.

- **Governance and Compliance:** Ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are observed. Manage the Council's assets, facilities, and services, ensuring compliance with Health & Safety (H&S) and General Data Protection Regulation (GDPR) requirements.

- **Communication and Marketing:** Develop and manage the Council's communication strategy, provide leadership in external communication and marketing efforts to enhance the Council's public profile.



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- **People Management:** Lead and mentor the Council's staff, fostering a culture of continuous improvement, emotional intelligence, and professional development. Manage staff appraisals, training needs, and other HR-related activities in line with Council policy.

- **Innovative Leadership Approach:** Develop and implement processes that foster creativity and progress within the Council, going beyond merely adhering to existing procedures. This role requires a proactive individual who can ensure the Council's operations are efficient and effective while also driving forward new initiatives and improvements. The ideal candidate will be adept at both managing the Council's current functions and leading the implementation of strategies that will shape the Council's direction and success over the next five years.

Person Specification

Essential:

- Education and Qualifications:

- High level of numeracy and literacy.
- Willingness to obtain relevant qualifications (e.g., SLCC's Introduction to Local Council Administration) within 24 months of appointment.

- Experience and Skills:

- Demonstrated experience in Local Government or a similar environment, with a deep understanding of governance, budget responsibilities, and public sector financial management.
- Proven leadership experience, including managing teams, mentoring staff, and driving change.
- Strong planning and resource management skills, with an entrepreneurial approach to developing new processes.
- Excellent formal and diplomatic communication skills, both written and oral.
- Understanding of H&S, GDPR, and other relevant legal frameworks.
- Competency in marketing and communications strategies, including media relations and public speaking.
- Proficient in using Microsoft word, excel, outlook, Teams

- Disposition:

- Ability to work effectively independently and as part of a team.
- High emotional intelligence and strong negotiation skills.
- Flexible, reliable, and committed to the Council's vision and values.
- Comfortable with hybrid working arrangements and flexible working hours.



Desirable:

- Experience:

- Previous experience in a Parish or Town Council environment.
- A degree or higher-level qualification.
- Experience with political environments and awareness of local governance dynamics.

What We Offer

- A hybrid working environment with flexibility to balance professional and personal commitments.
- Membership in the Local Authority Pension Scheme (Cheshire Pension Fund).
- A starting holiday allowance of 25 days, increasing by 1 day each year up to a maximum of 30 days, plus bank holidays.
- The opportunity to work with a passionate and ambitious team in delivering a forward-thinking strategy for the Parish.