

Shavington-cum-Gresty Parish Council
Extra-Ordinary Parish Council Meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the Extra- Ordinary
Meeting of the Parish Council
held on 25 September 2024

In attendance: Cllrs L. Buchanan, K. Cruickshank, B. Gibbs, K. Gibbs, R. Jones, S. Jones G.
McIntyre, S. Randle

ScG/24/05/1	To receive and consider apologies for absence
	Apologies were received from Cllrs M. Ferguson, R. Hancock, L. Buchanan ¹ and P. McHugh
ScG/24/05/2	To note declarations of Members' interest
	No declarations of interest were made
ScG/24/05/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 4 September 2024
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/24/05/4	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/24/05/5	To receive an update on staffing and consider the proposed recruitment process for the new Parish Clerk/RFO. This includes reviewing the

¹ Cllr Buchanan joined the meeting later, but her apologies had already been noted.

	attached Job Description, Person Specification, interim arrangements for meeting schedules, and the appointment of a Locum Clerk to ensure business continuity
	<p>Councillors NOTED the report.²</p> <p>A vote of thanks was extended to the Clerk for her dedicated work over the past three and a half years.</p> <p>RESOLVED: that the recruitment process and timeline is approved.</p> <p>RESOLVED: Cllrs L Buchanan, R Jones, K Gibbs, K Cruickshank, and B Gibbs are nominated to serve on the appointment panel (with a minimum of three councillors required to be present) and are authorised to oversee the recruitment process, conduct candidate interviews, and present a final recommendation to the council for the selected candidate. Cllr S Jones has agreed to step in if fewer than three councillors are available to attend the interview.</p> <p>RESOLVED: That the Clerk/RFO job description and person specification attached to this report be approved with the following amendment:</p> <ul style="list-style-type: none">• The term 'Hybrid role' should be added to the description following the location. <p>RESOLVED: that Cllr R Jones is nominated to held informal conversation with candidates ahead of the interview process to learn more about the role</p> <p>RESOLVED: that the Clerk/RFO band salary is approved to SCP 33-36</p> <p>RESOLVED: A Locum Clerk/RFO should be contracted from the start of November 2024 for a minimum of three months, with the possibility of extension. The Clerk, Chair of the Council, and Vice-Chair of the Council are delegated the authority to negotiate arrangements such as weekly hours and salary, and to sign the contract. The agreed pay rate should not exceed £45 per hour unless approved by the council</p> <p>RESOLVED: that the recruitment of the Communication Officer is paused until the new Clerk is appointed</p> <p>RESOLVED: that the revision of the meeting schedule is postponed until the appointment of the Locum Clerk/RFO is completed and will be reviewed accordingly to their working arrangements</p>

² Cllr Buchanan joined the meeting at 19:39hrs

ScG/24/05/6	To note the date of the next Council Meeting – 2 October 2024 7:30PM
	Councillors NOTED the date of the next meeting

Meeting Closed 2051 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

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