



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: clerk@balsallparishcouncil.gov.uk

Web: www.balsallparishcouncil.gov.uk

Extraordinary Balsall Parish Council Meeting

Approved Minutes of Extraordinary Parish Council Meeting held on Wednesday 6 January 2021 at 7.30 pm by video call

Minutes

Present: Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd (left the meeting at 9pm).

1. Apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Public Forum

(3.1) Residents are invited to make representation on items on this agenda and these will be invited by the Chairman immediately before the meeting considers that item.

(3.2) Residents of the parish are invited to make representation on any issue. The council will respond in one of the following ways:

- Complaints will be referred to the Clerk for action,
- Councillor(s) may undertake to follow up the issue,
- Agree an agenda item for the next meeting.

There were no public present.

It was resolved to exclude the Public and Press as during discussion of part or all of Item 4 because the matter could contain exempt information as defined in Schedule 12A to the Local Government Act 1972 i.e. information relating to the financial or business affairs of any particular person (including the authority holding that information).

4. Proposal to discuss and agree the terms and conditions and recruitment procedure to appoint to the position of clerk/responsible financial officer to the council.

Resolved to approve the following recruitment procedure:

- Revise the existing full job description (Councillor Elizabeth Macdonald in conjunction with the clerk).

- Revise the draft brief and advert and produce final versions available to access with an online link (Councillor Andrew Burrow in conjunction with the clerk).
- Advertise in WALC newsletter w/b 11 January, local communication outlets and agree a £300 budget to utilise an appropriate commercial internet-based job search organisation.
- Set a closing date of 31 January 2021 with a recommendation that candidates seek the brief and form by 22 January 2021.
- Agree a first interview via Zoom with Councillors Burrow and Macdonald, clerk as observer; second interview via Zoom with Councillors Drake and Howles.

Resolved to approve recruitment with the following terms, with full terms and conditions being revised by Councillor Andrew Burrow in conjunction with Councillor Elizabeth Macdonald and the clerk prior to offer of appointment:

- Flexible working hours of 30 per week including working from home,
- Starting salary in a range between £22,000 to £27,000 pa dependent upon skills and experience,
- 25 days holiday plus 8 statutory/customary holidays,
- A 6% of salary pension contribution subject to the employee making a matching contribution,
- £260 annual travel allowance.

5. Date and Venue of Next Meeting:

Parish Council, Wednesday 13 January 2021, 7.30pm to be held remotely by video call.

The meeting finished at 9.15pm.

Andrew Burrow (Chairman)

DATE