



Rawcliffe Parish Council

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Minutes of the Extra Ordinary meeting of Rawcliffe Parish Council (RPC) held on Monday 28 January 2019 at 7.15pm St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

Present:

Councillor N. Case (Chairman), Councillor D. Paterson, Councillor A. Dawes, Councillor J. Cleaver, Councillor Ray Thompson, Councillor Alex Benjamin, and Nicola Moorcroft (Clerk)

1. Apologies:

a. To Note Apologies and Reasons for Absence

Councillor S. Rawlings,
Councillor S. Phillips,
Councillor Emma Thornton

It was resolved to note all apologies and approve all reasons for absence.

2. To Note any Declarations of Interest:

a. To Approve Dispensation Requests

No dispensation requests submitted.

b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

There were none

3. Employment

a. To Consider advice from YLCA recruitment process for new clerk

Advice not circulated prior to this meeting, Chairman and clerk explained;

- Clerk must be appointed on merit using an open and transparent process
- RPC Clerk's job description key to evaluating pay and hours for new clerk
- National Agreement sets out assimilations to assist councils with this evaluation.
- Application form (to enable council to ask the questions it wants) is preferable to CV

b. To Approve job description for new clerk

No further action required.

c. To Approve advertisement (including salary and hours) for post of clerk to Rawcliffe Parish Council.

Rawcliffe Parish Council **resolved to** include the following in the job advertisement for new clerk:

- NJC Pay point scale: LC 2 (below substantive) 18-23 which equates to £24,313 - £26,999 (pro rata) per annum (£12.64 -14.03 per hour) dependent on relevant qualifications and experience.
- Hours – 15 per week (to be reviewed on a regular basis)

- Candidates preferably to have sector recognised qualifications – however, adequate time and cost of relevant training and qualifications will be provided.
- Flexibility for home/RPC office working (dependent on candidate)
- Budget of £250 set for advertising this post
- RPC would not advertise through a recruitment agency but utilise all other available resources.

d. To Approve time scales and procedures for appointment of new clerk

It was resolved that the post be advertised as soon as possible – closing date set at 5pm on Thursday 28 February 2019.

e. To Approve Grievance and Disciplinary Policy (and procedure) for RPC employees

As NALC Legal Topic Note 22 was not circulated prior to this meeting, ***it was resolved*** consideration of this matter be deferred to February meeting of RPC.

4. Newsletter

a. To Review and Approve content of RPC newsletter

It was resolved to approve content of RPC newsletter – Councillor Benjamin to proof read prior to sending to clerk for printing.

b. To Approve cost and printing for newsletter

It was resolved that Peter Turpin Associates print (3,500) newsletters at a cost of £379.

5. To Confirm date, time and venue for next ordinary meeting of Rawcliffe Parish Council

It was confirmed that the next ordinary meeting of Rawcliffe Parish Council be held on Monday 11 February 2019 at 7pm in Rawcliffe Recreation Pavilion, St. Marks Grove, Rawcliffe.

Meeting closed at 8pm