

Clerk to the Council

Office Tel: 01643 863350

clerk@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

PORLOCK



Parish Council

Parish Room

Old School Centre

West End

PORLOCK

Somerset TA24 8NP

Signed: *SEE OVER P2*

Date: *14 FEB 24*

Minutes of the Porlock Parish Council Extraordinary Meeting

Parish Room, Wednesday 31 January 2024, 6.30pm

Copies of minutes and non-confidential reports are available on request

Councillors Present:

Cllr S Colson, Cllr D Heath, Cllr D McCanlis (Chair), Cllr S McCanlis, Cllr M Stenning, Cllr D Thornton, Cllr L Thornton

Also present: Annie Dallaway, Clerk

- 1) **Apologies for absence were received by the Council**
Cllr L Bloys
- 2) **Declarations of Interest and Disclosable Pecuniary Interest Dispositions**
There were none declared.
- 3) **To agree any items to be dealt with after the public, including the press, have been excluded.**
Council agreed to go into closed session for agenda item 5 v).
- 4) **Public Participation** – there were no members of the public in attendance.
- 5) **Staffing**
 - i) **To consider and approve the revised draft employment contract for the Clerk/RFO**
Council reviewed the revised draft employment contract previously circulated and amendments to the following two sentences in section 5: Place of Work, to read as follows: *We and you have agreed flexible and hybrid approaches to working hours. The council requires you to work from the office for the equivalent of 3 full days per week and at other times as agreed with the HR & Staffing Committee, to ensure the Parish office is always open at specified times 5 mornings per week.*
Council noted the need to clarify the wording of section 2: Continuous Service which relates to consideration of any continuous previous service with any public authority.
Council RESOLVED to approve the revised draft employment contract for the Clerk/RFO subject to the amendments detailed above
PROPOSED BY: Cllr S Colson; SECONDED BY: Cllr D McCanlis. RESOLVED. ALL IN FAVOUR
 - ii) **To consider the introduction of a policy covering hybrid and flexible working**
The Clerk has provided a NALC policy template and Council agreed that Cllr S Colson and Cllr D Heath would produce a draft policy for consideration at the March Full Council meeting.
Council RESOLVED to introduce a policy covering hybrid and flexible working

PROPOSED BY: Cllr L Thornton; SECONDED BY: Cllr M Stenning. RESOLVED. ALL IN FAVOUR

- iii) To approve the confirmed offer of appointment to the Clerk/RFO following review of references**
Following the receipt of satisfactory references, the Council agreed to confirm the appointment of Johnathan Jones as the new Clerk/RFO with a start date of 6 February 2024. The out-going Clerk will confirm the appointment in writing and also send a copy of the contract of employment and a New Starter Form.

Council RESOLVED to confirm the appointment of Johnathan Jones as the new Clerk/RFO
PROPOSED BY: Cllr D Heath; SECONDED BY: Cllr D Thornton. RESOLVED. ALL IN FAVOUR

- iv) To consider and approve the Induction Programme for the Clerk/RFO**

Council reviewed the draft Induction Programme previously circulated and the schedule for Week 1.

The out-going Clerk will hand-over the Council laptop to the new Clerk on 6 February 2024. New passwords will be created for the new Clerk for Unity bank, NatWest bank and the Rialtas accounting software. During the transition period, the out-going Clerk will use her existing passwords to log-on to her personal laptop to post payments on Unity and to update Rialtas as necessary.

Council agreed the following roles in the Induction/handover process:

Induction/handover: Annie Dallaway (out-going Clerk), Caroline Harding (Admin Officer)

HR & Staffing matters: Cllr S Colson (Acting Chair of HR & Staffing committee) & Cllr D McCanlis (Chair)

Cemetery management induction/handover: Cllr L Thornton, Caroline Harding (Admin Officer)

Council agreed to schedule a review of cemetery management before the end of February.

Council noted that a dedicated Facebook page needs to be set up for the Parish Council to be managed by the new Clerk.

Council RESOLVED to approve the draft Induction Programme subject to minor amendments and matters raised as above

PROPOSED BY: Cllr D McCanlis; SECONDED BY: Cllr M Stenning. RESOLVED. ALL IN FAVOUR

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council's Standing Order 3 d) the press and public will be excluded from the meeting during the discussion of item 5 v) as the Parish Council will be discussing the Locum Clerk contract.

Council RESOLVED to go into closed session for agenda item 5 v)

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

- v) To consider and approve a budget for contracting the out-going Clerk to provide induction and hand-over beyond the last working day of her current employment contract**

Council agreed that the out-going Clerk, Annie Dallaway would provide a locum consultancy service to the Parish Council to the end of May 2024 as necessary. Locum services to include support for the new Clerk/RFO and assistance with financial procedures and year end audit process as necessary. The need for Locum services will be reviewed in May 2024.

Council RESOLVED to approve a budget of up to £2K (including travel costs) for locum consultancy services to the end of May 2024.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

The meeting closed at 8.10pm

