

DRAFT

Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
on **FRIDAY** the **6TH JULY 2012** at **6.30pm**

Present: Cllrs T Beavon (Chair), J Drury (JD), J Burrows (JB), S Burrows (SB),
A Frankland (AF), C Friend (CF)

In Attendance: Mrs M Betts (Parish Clerk)

8458. APOLOGIES FOR ABSENCE were received from Cllr L Hill (Vice-Chair)

8459. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST None

8460. CLERK'S RESIGNATION

The Clerk had distributed a draft job advert for local press and draft application pack comprising of notice of Clerk's vacancy, job description, person specification, and information on the Parish Council and the role of the Parish Clerk. The Clerk had also obtained a quote of £33+VAT (per 20 words) from Tavistock Times Gazette.

The following job advert for local press was **AGREED**:

BRENTOR PARISH COUNCIL require a home-based part time Parish Clerk. 20 hours per month. Salary up to £9.22ph, plus expenses, depending on experience. Good administrative, organizational, IT, literacy and numeracy skills essential. Knowledge of local councils desirable though training will be given. Contact Mandy Betts on 01822 612873 or brentorpc@yahoo.co.uk for application details and job information. Closing date: 27 July 2012.

It was **AGREED**:

- To approve the draft application pack subject to an increase in the hours from 15 per month to 20 per month.
- To publish the advert in the 12th July edition of the Tavistock Times Gazette as well as place the advert on parish noticeboards and the parish website.
- To accept the Tavistock Times Gazette quote given.
- For the Clerk to investigate the possibility of issuing the advert to the Devon Association of Local Councils and Devon branch of the Society of Local Council Clerks.
- For a short list of candidates to be draw up by Friday 3rd August and for interviews to be held on Wednesday 8th August 2012 in the village hall.
- That three Cllrs conduct the interviews though all Cllrs may attend if they wish and are available.
- If a suitable candidate was not found from this recruitment process to take over from Mrs Betts, a locum Clerk would be sought with assistance from the Society of Local Council Clerks and/or Devon Association of Local Councils. Clerk to determine how quickly a locum can be found should one be required.
- It was agreed to pay Mrs Betts for an additional 15 hours of work in recognition of the extra work she had undertaken.

8461. DATE AND TIME OF NEXT MEETING Monday 16th July 2012, 7.30pm, Brentor Village Hall.

8462. CLOSE The meeting was formally closed at 6.55 pm.