

DRAFT

Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
on **MONDAY** the **21ST NOVEMBER 2011** at **6.30pm**

Present: Cllrs T Beavon (Chair), L Hill (Vice-Chair), J Drury (JD)

In Attendance: Mrs D Ashton (Parish Clerk)

8359. APOLOGIES FOR ABSENCE were received from Cllr J Burrows, S Burrows, A Frankland, C Friend.
The meeting was in quorum as the legal minimum of three Cllrs were present.

8360. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST None

8361. 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 £99+VAT from Tavistock Times.

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

BRENTOR PARISH COUNCIL require a home-based part time Parish Clerk. 15 hours per month. Salary up to £9.22ph depending on experience plus expenses. Good admin, organising, IT, literacy and numeracy skills essential. Knowledge of local councils desirable though training will be given. Contact Debbie Ashton on 01822 841173 or brentorpc@yahoo.co.uk for application details and job information. Closing date: 12 December 2011

It was **AGREED**:

- To approve the draft application pack subject to an amendment in the person specification relating Clerk's transport to meetings (approved and amended pack attached as **APPENDIX 1**).
- To publish the advert in the December edition of Brentor News and 24th Nov edition of Tavistock Times as well as place the advert on parish noticeboards.
- To accept the Tavistock Times quote given.
- For the Clerk to issue the advert to the Devon Association of Local Councils and Devon branch of the Society of Local Council Clerks
- For interviews to be held on Monday 19th December in the village hall.
- To delegate authority to the Clerk, in consultation with Cllrs Beavon, Hill and Drury, to shortlist applications received.
- That three Cllrs conduct the interviews though all Cllrs may attend if they wish and are available.
- To draw up interview questions and for there to be a briefing prior to the interviews to allocate questions to each of the interview panel.
- If a suitable candidate was not found from this recruitment process to take over from Mrs Ashton, 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.

8362. DATE AND TIME OF NEXT MEETING Monday 16th January 2012, 7.30pm, Brentor Village Hall

8363. CLOSE The meeting was formally closed at 7.02pm.

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