

HERSTMONCEUX PARISH COUNCIL

Minutes of the Extraordinary Full Council Meeting of Herstmonceux Parish Council held at 7.00pm on Tuesday 01 March 2016 at Herstmonceux Village Hall.

Present: Councillors Mrs. J. Alder, Mrs. J. Angear (Chairman), Miss A. Ashley, Mr. M. Bradshaw, Mr. M. Goodsell, Mrs. H. Kenward, Mr. S. Nash, Mr. B. Naish, Mrs. C. Stirling-Reed

Mr. S. Goacher, the Finance Officer took the Minutes.

No members of the public attended.

16.03.01 APOLOGIES

Apologies were received and accepted from Councillors Mr. I. Stewart, Mr. M. von Barnholt Krag, and Mrs. J. McInnes, Clerk to the Parish Council.

16.03.02 DECLARATIONS OF INTEREST

There were no declarations of Interest in connection with the matter to be discussed.

16.03.03 DISPENSATION REQUESTS

No requests for Dispensations were received.

16.03.04 MINUTES

The Minutes of the Extraordinary Finance & General Purposes meeting held on 22 February 2016 had been circulated.

16.03.05 EMPLOYMENT LAW ADVICE

Following advice sought from SSALC Ltd HR Services a recommendation from the Finance & General Purposes meeting, that should the Parish Council consider the offer from the Clerk to continue as Clerk to the Neighbourhood Plan Steering Group there should be a clear three week break in service between employments.

The recommendation was discussed and the meeting agreed to accept the proposal. Proposed: Councillor Bradshaw, Seconded: Councillor Mrs. Kenward. All Councillors in favour.

16.03.06 CONSIDERATION OF CLERK'S OFFER

In tendering her resignation on the grounds of 'Retirement' on 31 March 2016, Mrs. McInnes had offered to continue in employment as Clerk to the Neighbourhood Plan Steering Group. The Finance & General Purposes were unanimous in making any recommendation to Full Council on this matter.

A proposal was put forward to the meeting that the Council accepts Mrs. McInnes offer to continue employment in the capacity of Clerk to the Neighbourhood Plan Steering Committee, providing there is a clear three weeks break of service between employments.

Proposed: Councillor Goodsell, Seconded: Councillor Miss Ashley. There were five Councillors voted in favour and four Councillors voted against. The Proposal was

therefore carried.

The Terms and Conditions of employment as Clerk to the Neighbourhood Plan Steering Group as recommended by the Finance & General Purposes Committee was discussed and agreed as:

- The rate of pay should be £15 per hour
- That all hours and nature of work should be recorded on a timesheet, on a day to day basis, and authorised by Council prior to being paid.
- That the hours be restricted to 65 hours in any one calendar month. Hours required above 65 hours must be authorised by the Chairman of the Neighbourhood Plan Steering Group prior to being worked.
- The Clerk shall be subject to PAYE deductions, and that all payments to the Clerk in the way of salary and approved expenses be charged to the Neighbourhood Plan project.
- The term of employment shall be to the completion of the preparation of the Neighbourhood Plan submission or to any decision on the part of the Parish Council to terminate the Neighbourhood Plan should this arise and be earlier.
- Location of Employment: access to the Parish Office, working from home, working in the Village Information meeting room, and access to photocopier. Use of existing laptop, and landline.
- The webmaster to set up a dedicated email address: nplan@herstmonceuxparish.org.uk and to transfer off any other documentation and data appertaining to the Parish Council to a new computer to be purchased after 01 April 2016.

Proposed: Councillor Nash, Seconded: Mrs. Kenward. Councillor Mrs. Alder abstained from voting. All other Councillors in favour.

16.03.07 CLOSE of MEETING

There being no further matters to discuss the Chairman, Councillor Mrs. Angear thanked everyone for their attendance and closed the meeting at 19.27.

Chairman.....Date.....