

**2018/2019 - 199**

**Minutes of the meeting of the Employment Committee held on the 23<sup>rd</sup> April 2019 at the the Parish Council Office, 59 High Street, Great Barford.**

**Present:** Ann Lovesey MBE (Chair), Di Ames, Jim Rudgley

**Apologies:** Noreen Byrne

**Clerk:** Joanne Lee

**MINUTES**

**1. To receive and approve apologies for absence.**

Apologies received for Councillor Byrne

**2. Declarations of interest in any matter – being prejudicial or personal**

None

**3. Discuss and agree the possibility of Job sharing the current Clerk and Responsible Finance Officer role.**

It was discussed and agreed that due to an increasing workload in the village, that Great Barford Parish Council are an ambitious and hardworking Council who rely heavily on the Clerk and to allow the Clerk to train for the Clerk qualification to give the Council quality status, it would benefit Great Barford Parish Council greatly if they looked to appoint a Part Time Clerk/Responsible Finance Officer to assist in the running of the Parish Council Office.

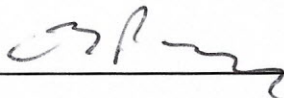
It was discussed and agreed that the Current Clerk should revert back to her original hours of 24 hours per week and the new Part Time Clerk/Responsible Finance Officer to work 6 hours per week. This new 6 hour part time position would initially be for a fixed contract of one year.

It was agreed that a proposal to appointment a new Part Time Clerk/Responsible Finance would be sent to all Councillors to see if they agree in principle to the idea.

If the councillors agree by majority by 26<sup>th</sup> April 12pm then an advertisement should be placed in the Parish Council Notice boards and website for a One Year Contract Part Time Clerk/Responsible Finance Officer for 6 hours per week. All replies to the advertisements should be received into the office by 3<sup>rd</sup> May 2019. Interviews will commence after the final application date.

This proposal will then be put to the Full Parish Council Meeting to be discussed and agreed.

**Signed:** \_\_\_\_\_



**Date:** \_\_\_\_\_

21-05-2019

Initial: CP.....