

Extraordinary General Meeting  
held in the Small Village Hall on Wednesday 1<sup>st</sup> April 2015 at 7.30 pm

MINUTES

**Part I**

Present: Councillors Sugden (Chair), Coomes (Vice Chair), Herbert, Huddart, Isaacs, Marshall, O'Brien, and Sheppard. Ann Bott (of SSALC) as adviser.

Item 1. Apologies for absence were accepted from Councillors Hallett and Maguire, because of previous engagements. Also from the Clerk, who deemed that her attendance would be inappropriate.

Item 2. Councillor Huddart declared non-pecuniary interests as Chairman of the Trustees of Claygate Village Hall Association and President of Claygate Village Association, both organisations which could have a part to play in the matters to be discussed; he intended to remain present to contribute as necessary to the meeting.

Item 3. Resignation of the Parish Clerk. The Clerk notified this by email to Councillor Sugden on 19 March 2015, subsequently confirmed in writing. Councillor Sugden responded on 30 March, appreciating the contribution she had made. The Council accepted this resignation, the notice period for which expires on 19 April.

Item 4. Motion to exclude the Press and Public. Councillor Sheppard proposed, Councillor Coomes seconded, and it was AGREED unanimously that the press and public should be excluded.

**Part II**

Item 5. Staffing matters (In confidence). The council agreed to make arrangements, as appropriate, on matters arising as a consequence of the resignation of the Parish Clerk including:

1. **Interim clerking arrangements (optional) and the appointment of an interim RFO (statutorily necessary).** Councillor Coomes proposed, Councillor Sheppard seconded and it was AGREED that the Chairman would have authority to spend up to £1500 per month to the end of June on salary for an interim RFO/book-keeper and for clerking services. Pending such an appointment, Councillor Isaacs proposed, Councillor Coomes seconded and it was AGREED that Councillor Sugden should be interim unpaid Clerk and RFO for up to 12 months.
2. **Temporary CPC postal address.** Councillor Huddart suggested that the Village Hall address could be used. He undertook to confirm this and also to ensure that satisfactory arrangements could be made, including the provision of a secure letterbox.
3. **Recruitment process for a new Clerk.** SSALC could assist in the recruitment of a new Clerk. They would be able to provide a process/timeline to achieve a likely placement by 27 July. SSALC could assist using a standard advertising pack at a cost of £480 plus VAT which would not include the actual advertising. It was agreed that the salary should be on a national scale, but any pension arrangement need not necessarily follow the current Surrey C.C. arrangements. Councillor Isaacs proposed, Councillor Coomes seconded and it was AGREED to request SAALC to undertake recruitment of the new Clerk

4. **Budget for employment related services.** Councillor Sheppard proposed, Councillor Coomes seconded and it was AGREED to allocate up to £1,500 for employment related consultancy services, subject to review on the first Council meeting on 15 May 15.

**5. Grievance Procedure**

Members discussed the Council's Grievance Procedure and AGREED to amend the procedure to include -

- (i) a requirement that three Members of the Staffing Committee/Council will form, as and when required, a Hearing Panel, namely Cllrs Sugden, Coomes and Isaacs
- (ii) an Appeals Panel will be formed by three Members of the Council not involved in (i), namely Cllrs Marshall, Huddart and O'Brien.
- (iii) in the event that, for reasons of conflict, there is insufficient members to form a Hearing and/or Appeals Panel, the Council will seek external support, in the first instance, from the Sussex and Surrey Association of Local Councils (SSALC)

The Council further AGREED that there should be a full review of staffing Policies and Processes to be deferred until the election of the new Council in May 2015.

**It was confirmed that the next meeting of Claygate Parish Council will be held on FRIDAY 15 May 2015 at 7.30 pm in the Small Village Hall.**